

**FAYETTEVILLE FREE LIBRARY
PUBLIC ACCESS TO LIBRARY INFORMATION AND RECORDS**

1. Purpose and Scope.

- a. Although the Fayetteville Free Library (the “Library”), as a private entity, is not obligated to comply with the Freedom of Information Law, the Board of Trustees has adopted a policy of access to those records of the Library in which the public has an interest, and directs the Executive Director to furnish to the public Board approved information and records..
- b. This policy provides information concerning the procedures by which records may be obtained from the Library.

2. Requests for Public Access to Records.

- a. The Library will require that all request(s) for access to records will be in writing.
- b. The Library will respond to all requests in a reasonable period of time.
- c. Requests for public access to records shall be accepted in writing during all hours in which the Library’s administrative department is regularly open for business.
- d. Approved records requests shall be mailed via US mail with return receipt signature card.

3. Denial of Access to Records.

- a. Denial of access to records shall be in writing stating the reason therefore.
- b. In general, records will be denied if there is a legitimate reason to not disclose, which reason may include, but is not limited to, the fact that disclosure could injure the privacy rights of a person or entity.
- c. No document that constitutes a Library Record pursuant to N.Y. Civil Practice Law and Rules §4509 will be released except in accordance with the procedures set forth in that section.

Adopted: October 31, 2014