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FOIL Policy

New York State's Freedom of Information Law (Public Officers Law §87 et.seq.) allows members of the public to access records of public libraries. FOIL provides a process for the review and copying of a library's records. More information about the Freedom of Information Law can be found at: <https://opengovernment.ny.gov/freedom-information-law>.

Freedom of Information Requests for East Greenbush Community Library records may be made to:

Library Director
East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061
director@eglibrary.org
518-477-7476

Fee for duplication of records: East Greenbush Community Library charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

Inspection of Records: East Greenbush Community Library records are available for inspection at no cost to the public. Requests must be in writing and addressed to the address above. The Library Director will acknowledge receipt within 5 business days. An appointment to inspect records can be scheduled at a mutually convenient date and time. Records or portions thereof which are prohibited from disclosure pursuant to FOIL will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s). Inspection of records are by appointment during library hours.

FOIL Appeal Procedures: Any person denied access to a record may, within thirty days, appeal in writing to:

President, Library Board of Trustees
East Greenbush Community Library
10 Community Way
East Greenbush, NY 12061

Services Committee Recommended Board Approval (10/7/2024)
Approved, Library Board of Trustees (10/15/2024)