



## Access to Public Records Policy

Lindenhurst Memorial Library responds to written requests for information under the Freedom of Information Law (FOIL). The Library Director is designated as the Records Access Officer.

Requests to inspect records or to secure copies of such records must be submitted to the Library Director by completion of a requisition form. The following information must be included in the request:

- Name, address, and daytime phone number of the requestor
- Identification of the record, document, or other data required with as much specificity as possible

Requisition forms should be submitted to::

Library Director/Records Access Officer, Lindenhurst Memorial Library, One Lee Avenue, Lindenhurst NY, 11757. Requisitions may also be submitted via email to [foil@lindenhurstlibrary.org](mailto:foil@lindenhurstlibrary.org)

The Library Director will respond to the request for records within five business days of the request. The response will indicate whether the request is:

- Approved;
- Unavailable because such records are not retained by the library, or cannot be located;
- Denied with reason specified; or
- Delayed with reason specified.

Records made available pursuant to FOIL will be available for review, upon appointment, weekdays between 8:30 am – 4:30 pm at the library's business office. If the file size permits, records may also be requested via email delivery. Any request for copying of material will be honored once the following fees have been remitted to the library (\$0.25 per page for letter and legal-size pages), for larger sizes, the actual cost

of reproduction. Fees may be paid by personal check for fees ten dollars (\$10.00) and under, by certified check or money order for fees over ten dollars (\$10.00).

In the event of the refusal of the Library Director to provide library records or other data to which the requestor feels they are entitled, an appeal must be directed to the President of the Lindenhurst Memorial Library Board of Trustees within 30 days of the denial. A decision on an appeal shall be rendered within seven business days of receipt of such appeal.

Adopted: September 22, 1983  
Revised: March 19, 1992  
June 17, 2019  
March 16, 2024



**Lindenhurst Memorial Library**  
**Application for Public Access to Records**

*I hereby apply to review or copy the record(s) described below:*

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Business Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Specific description of record(s) sought, including dates if possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY**

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\_\_\_ Approved      \_\_\_ Records not maintained by library

\_\_\_ Records cannot be located after diligent search

\_\_\_ Denied. Reason for denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Records Access Officer: \_\_\_\_\_ Date: \_\_\_\_\_

*You have the right to appeal a denial of this application within 30 days to the President of the Lindenhurst Memorial Library Board of Trustees, One Lee Avenue, Lindenhurst, NY 11757*

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