



Ogden Farmers' LIBRARY

FREEDOM OF INFORMATION POLICY

Ogden Farmers' Library is an association library under New York State education law. Association libraries are not obligated to fulfill Freedom of Information requests. While we reserve the right to not fill any request, in the interest of full public disclosure, every effort will be made to provide the information requested under most circumstances.

1. All requests for OFL records shall be on the library's FOIL form available in the library or remotely via the library's website.
2. The records retention officer for the library will be the Library Director who shall maintain a list of the library's permanent, temporary and informal files for ease of public access.
3. The Library Director shall reply to a FOIL request within 5 business days either with the requested information for a fee of 25 cents per page or with an explanation for any anticipated delay in locating the information.
4. The Director may ask the requestor for an additional 15 days extension and identify the reason for the extension.
5. In the event, that the requested information is not available or not furnished, the requestor has the right of appeal to the OFL Library Board of Trustees within 30 days of the Director's reply to the requestor.
6. Some requests may be satisfied by the requestor examining OFL records during library office hours of Monday-Friday 9am to 5 pm. A library employee must be present throughout the examination of library record
7. The mailing address for the Ogden Farmers Library is 269 Ogden Center Road, Spencerport, NY 14559, attention Library Director.

Adopted by the Ogden Farmers' Library Board of Trustees
July 18, 2013

Amended 7/16/2015

269 Ogden Center Road | Spencerport, NY 14459 | (585) 617-6181 | www.ogdenlibrary.com

