

## **ACCESS TO PUBLIC RECORDS** **(FREEDOM OF INFORMATION LAW)**

The Library Director, Assistant Library Director, and Administrative Assistant shall be designated as the Records Access Officers for the Hempstead Public Library.

Public records for the purpose of inspection or copying will be made available by the Records Access Officer, by appointment only, during the hours 10:00 a.m. to 5:00 p.m., Monday through Friday, at the library.

Public records will be made available pursuant to the provisions of the "Freedom of Information Law" (Laws of 1974, Chapters 578, 579, 580) and will be subject to the guidelines, advisory opinions and regulations of the Committee on Public Access to Records of the State of New York.

The fee for copying of records will be 25¢ per page.

Any person denied access to a record may appeal, in writing, to the Board of Library Trustees, Hempstead Public Library, 115 James A. Garner Way, Hempstead, New York 11550.

Adopted by the Library Board of Trustees, 5/01/75

Reviewed by Library Board of Trustees:

September 2, 2004; January 4, 2007; January 17, 2008; January 8, 2009;  
March 4, 2010; January 6, 2011; April 12, 2012, January 3, 2013; January 16, 2014;  
March 12, 2015; March 10, 2016; March 8, 2017