

Policy Relating to Access to Library Records

As a public institution whose purpose is to serve our community, the Hicksville Public Library fully supports the Freedom of Information Law and the Open Meetings Law. All decisions made by the Hicksville Public Library Board of Trustees are performed in an open manner and all actions are taken in an open session. Records of the library are accessible to the public, except those records or portions of records that fall within categories of deniable records exempt from public inspection as set forth in Public Officers Law 87(2).

In addition, the Hicksville Public Library supports and adheres to the "Policy of the American Library Association Concerning Confidentiality of Personally Identifiable Information About Library Users" which protects the privacy of all library patrons and extends to information sought or received, and materials consulted, borrowed, or acquired and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The following policy is adopted in compliance with Public Officers Law 87(1)(b) setting forth the procedures to be followed in obtaining access to library records.

1. Pursuant to Public Officers Law 87(1), the Library Director is designated as Records Access Officer and will respond to all requests for records. In the event the Library Director is absent and such absence will preclude a timely response to a request, the Assistant Director is authorized to respond to requests for records.
2. The following records of the Hicksville Public Library are available for inspection and photocopying in the reference section of the library during regular library hours without the need to submit a request as detailed in Part III below.
 - a. Approved minutes of recent Board meetings for the current calendar year.
 - b. Policy statements adopted by the Board of Trustees.
3. Procedure for Obtaining Access to Records
 - a. All library records other than those specifically excepted by Public Officers Law 87(2)(a-g) are available for public inspection.
 - b. Requests to inspect records shall be submitted in writing, either in person or by mail, to the Records Access Officer and shall supply, if possible, dates, titles, and any other information that will help locate the record. An application for requesting records will be available.
 - c. Within five business days of the receipt of a request, the Director will make the records available, deny access in writing stating the reasons for denial, or furnish a written acknowledgment of receipt of the request and advise the approximate

date when the request will be granted or denied.

4. Denial of Records and Appeal Procedure

- a. When a request for access to a public record is denied, the Library Director will indicate in writing the reasons for such denial and the right to appeal.
- b. An applicant denied access to a public record may file an appeal within 30 days after the denial by delivering or mailing a copy of the request and a copy of the denial to the President of the Board of Trustees, who is the designated Records Appeal Officer.
- c. The applicant and the Committee on Open Government will be informed of the decision of the Records Appeals Officer in writing within ten business days of receipt of an appeal.
- d. The Library Director shall transmit to the New York State Committee on Open Government photocopies of all appeals and determinations.

5. Examination and Copying of Records

- a. Those records to which access has been granted shall be made available at the library during the regular business hours of 10:00 A.M. to 5:00 P.M. on weekdays.
- b. All such records shall be withdrawn and replaced by an employee of the library designated by the Library Director.
- c. Library records shall not be removed from the premises. Any and all records to which access has been granted may be copied by the user on the library's the current cost of copies as listed on the Library's Fines and Fees Schedule.

Adopted by the Board of Trustees, October 20, 1976
Revised by the Board of Trustees, November 18, 1992
Revised by the Board of Trustees, May 19, 2010
Revised by the Board of Trustees, February 13, 2025



169 JERUSALEM AVENUE, HICKSVILLE, NY 11801 516.931.1417 HICKSVILLELIBRARY.ORG

Request for Records

Date _____

To: Records Access Officer
Hicksville Public Library
169 Jerusalem Avenue
Hicksville, NY 11801

Name of Requestor _____

Address _____

Telephone Number _____

I hereby request to inspect the following records. (Describe fully and, if possible, give dates, titles, and any other information that will help locate the record.)

Signature of Requestor

In the event access to a record is denied, the requestor has the right to appeal to the President of the Board of Trustees of the Hicksville Public Library within 30 days of denial. A copy of the request and a copy of the denial should be delivered or mailed to:

President of the Board of Trustees
Hicksville Public Library
169 Jerusalem Ave
Hicksville, NY 11801