

New Rochelle Public Library
Freedom of Information Law Policy

The New Rochelle Public Library, as a New York State governmental entity, is required to comply with the New York State's Freedom of Information Law (Public Officers Law, Article 6, Sections 84-90).

A person may request information and records available to the public as follows:

- Obtain a NRPL FOIL Request Form from the Administrative Office (or the Reference Librarian Desk).
- Submit the FOIL Request Form to the Record Access Officer or the Library Director
 - (1) in person in the Administrative Office,
 - (2) by mail addressed to

Mr. Thomas Geoffino, Library Director

1 Library Plaza

New Rochelle, NY 10801, or
 - (3) by email to tgeoffino@wlsmail.org.
- Specify as much as possible the records requested for inspection or to be copied. Lack of specificity may cause a delay in providing the documents requested.
- You will receive a response within five working days, unless additional time is required, in which case you will be notified in writing within five working days and given a reason for the delay.
- If your request is denied, you may obtain a FOIL Appeal Form from the Administrative Office or by downloading [link to pdf] and submit the Appeal Form in person to the Board of Trustees in the Administrative Office.
- You may inspect or copy records in person at a mutually convenient time and date. A library employee must be present throughout the inspection. Records will be available for inspection from 10 a.m. to 5 p.m., Monday through Friday in the Administrative Office of the New Rochelle Public Library.
- Upon request, records also may be copied by library staff and picked up at the Circulation Desk at all regular NRPL hours. Prior to pickup, you will be charged a statutory fee of \$0.25 per page and \$1.00 per page for certification of records. Payment must be made by check or money order and made payable to the New Rochelle Public Library.

Adopted by New Rochelle Public Library Board of Trustees on June 11, 2015.