

NORWOOD PUBLIC LIBRARY

1 MORTON STREET
NORWOOD, NY 13668
(315) 353-6692

PUBLIC INFORMATION OFFICER

- The duties of a Public Information Officer will be fulfilled by the Library Director.
- The Officer is neither expected, nor required, to provide immediate answers to requests for information.
- Responses will be made in a reasonable amount of time.
- The Officer will supply data sources. The Officer is not responsible for completing or interpreting data.
- The Officer will inform the Board President of the request upon receipt.

The Library complies with New York State's **Freedom of Information Law** (Public Officers Law [§87 et. seq.](#)) New York State's Freedom of Information Law (Public Officers Law [§87 et. seq.](#)) allows members of the public to access records of public libraries. FOIL provides a process for the review and copying of a library's records. More information about the Freedom of Information Law can be found at: opengovernment.ny.gov/freedom-information-law. The Library Director will be the records access officer. FOIL requests will be acknowledged within 14 days.

Direct a FOIL request to the Library Director at 1 Morton St, Norwood, NY 13668. Specify the records requested to be disclosed for inspection or to be copied. Patrons will pay 25 cents per page for copies of requested records.

Any appeals to a denial of a request may be made to the Board of Trustees by the individual requesting the record. Appeals must be made in writing within 30 days of notification of the decision. Appeals should be addressed to the Board President at 1 Morton St, Norwood, NY 13668. The Board will acknowledge the appeal within 14 days. Requests may be brought to the library's attorney.