

500-60: Access to Records

The public will have access to the specified records of the Library in accordance with the provisions of this policy.

2. Records maintained by the Great Neck Library, which are available for inspection in accordance with this policy, will be available at the Main Library between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.
3. All requests to examine such records must be forwarded to the Library on the appropriate request form (see section 500-65) and sent to the attention of the Administrative Assistant who shall serve as Records Officer. [rev 9/12/17;12/18/18]
4. The fee for photocopying such records shall be \$.25 (twenty-five cents) per page, or the actual cost of reproducing any other record.
5. Records may not be removed from the Library Director's office.
6. The Library shall, in accordance with its published rules, make available by photocopy or inspection the following:
 - a) Library Board meeting minutes;
 - b) Legal agreements, contracts;
 - c) Records of library receipts and expenditures, including checks;
 - d) Lists of employees and their remuneration;
 - e) Employee organization contracts;
 - f) Insurance policies;
 - g) Audits, either internal or external;
 - h) Newsletters, annual reports, Board approved long range plans;
 - i) Election information, such as sample ballots, election challenge records, candidate designation or nomination records, including petitions with personal identifying information redacted;
 - j) Bank statements;
 - k) Annual budget, financial reports, annual fiscal reports;
 - l) General ledger;
 - m) Incorporation and charter records;
 - n) Association membership lists with personal identifying information redacted;
 - o) Register or list of applicants seeking access to records;
 - p) Correspondence.
7. In accordance with Library Policy, the Library shall not make available by photocopy or inspection records that:
 - a) are specifically exempted from disclosure by state or federal statute;
 - b) if disclosed would constitute an unwarranted invasion of personal privacy;
 - c) if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
 - d) are compiled for law enforcement purposes;
 - e) if disclosed could endanger the life or safety of any person;
 - f) are inter-agency or intra-agency materials excepting:
 - i. statistical or factual tabulations or data, or;

- ii. final agency policy or determinations;
 - g) if disclosed, would jeopardize the Library's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.
- 8. In accordance with the Library's policy of Confidentiality of Library Records (see section 500-20), no records which contain names or personally identifying details regarding the Library's users shall be disclosed except upon receipt of a subpoena, authorized by court order or where otherwise required by statute.
- 9. The Library will maintain:
 - a) a record of the final vote of each member in every agency proceeding in which the member votes;
 - b) a record setting forth the name, title and salary of every officer or employee of the agency.
- 10. Within five business days of the receipt of a written request for a record reasonably described, the Library shall make such record available to the person requesting it, deny such request in writing or furnish a written acknowledgment of the receipt of such request and a statement of the approximate date, which shall be reasonable under the circumstances of the request, when such request will be granted or denied. If the Library determines to grant a request in whole or in part, and if circumstances prevent disclosure to the person requesting the record or records within twenty business days from the date of the acknowledgement of the receipt of the request, the Library shall state, in writing, both the reason for the inability to grant the request within twenty business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part. Upon payment of, or offer to pay, the fee prescribed therefore, the Library shall provide a copy of such record or respond that it does not have possession of such record or that such record cannot be found after diligent search. Nothing in this Policy shall be construed to require the Library to prepare any record not possessed or maintained except the records specified in Section 8 (eight) above.
- 11. Any person denied access to a record may within thirty days appeal in writing such denial to the Great Neck Library Board of Trustees who shall within ten business days after its next regularly scheduled meeting fully explain in writing to the person requesting the record the reasons for further denial, or provide access to the record sought.
- 12. Nothing in this Policy shall require the disclosure of the home address of an officer or employee, former officer or employee, or of a retiree of an employees' retirement system; nor shall anything in this Policy require the disclosure of the name or home address of a beneficiary of a public employees' retirement system or of an applicant for appointment to public employment.

Revised 4/24/07; 9/12/17; 12/18/18