

## **MPPL Freedom of Information Law (FOIL) Policy**

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: <https://opengovernment.ny.gov/freedom-information-law>.

The Town of Mount Pleasant Town Clerk is the FOIL officer for the Mount Pleasant Public Library. Freedom of Information Requests for Mount Pleasant Public Library records may be made by mail to: Town Clerk, Town of Mount Pleasant, One Town Hall Plaza, Valhalla, NY 10595.

FOIL forms may be obtained from the Town Offices (One Town Hall Plaza, Valhalla, NY 10595: (914) 742-2312) or from the Main Library (350 Bedford Road, Pleasantville, NY 10570).

### **Fee for duplication of records:**

The Town of Mount Pleasant charges the statutorily permitted fee of \$.25 per page for duplication of records requested under FOIL (Public Officers Law §87[1][b][iii]). There is no provision in law or regulation for waiver of this fee. Payment must be made to the Town of Mount Pleasant by check or money order. Payment should not be submitted until you are notified that your request is granted and informed of the charge for your request.

### **Inspection of Records:**

Mount Pleasant Public Library records are available for inspection at no cost to the public. Depending upon the information requested, the records will be inspected either at the Library or at the Town of Mount Pleasant. After receipt of a written request, either the Town Clerk or a Library representative will schedule an appointment for inspection at a mutually convenient date and time. Records or portions thereof which are prohibited from disclosure pursuant to FOIL will be redacted or omitted; the requestor will be notified of the reason(s) for the redaction(s).

**FOIL Appeal Procedures:**

Any person denied access to a record may within thirty days appeal in writing to:

Supervisor of the Town of Mount Pleasant  
One Town Hall Plaza,  
Valhalla, NY 10595

**Adopted by the Library Board of Trustees,  
June 2014**