



Ogden Farmers' LIBRARY

FREEDOM OF INFORMATION POLICY

Ogden Farmers' Library is an association library under New York State education law. Association libraries are not obligated to fulfill Freedom of Information requests. While we reserve the right to not fill any request, in the interest of full public disclosure, every effort will be made to provide the information requested under most circumstances.

1. All requests for OFL records shall be on the library's FOIL form available in the library or remotely via the library's website.

2. The records retention officer for the library will be the Library Director who shall maintain a list of the library's permanent, temporary and informal files for ease of public access.

3. The Library Director shall reply to a FOIL request within 5 business days either with the requested information or with an explanation for any anticipated delay in locating the information. If the information is provided in a hardcopy format, a fee of 25 cents per page will be charged.

4. The Director may delay the reply date for an additional 15 days and identify the reason for the delay.

5. In the event that the requested information is not available or not furnished, the requestor has the right of appeal to the OFL Library Board of Trustees within 30 days of the Director's reply to the requestor or at the next meeting of the library board, whichever provides the requestor greater duration for the appeal.

6. Some requests may be satisfied by the requestor examining OFL records during library office hours of Monday-Friday. A library employee must be present throughout the examination of the library records.

7. The mailing address for the Ogden Farmers' Library is 269 Ogden Center Road, Spencerport, NY 14559, attention Library Director.

Updated by the Ogden Farmers' Library Board of Trustees 11/16/2023

269 Ogden Center Road | Spencerport, NY 14459 | (585) 617-6181 | www.ogdenlibrary.com

