



Administration and Business Offices: 148 Smithtown Boulevard, Nesconset, NY 11767  
Phone (631) 360-2480 Fax (631) 693-2315

PLEASE TYPE OR PRINT CLEARLY

**SECTION 1 - TO BE COMPLETED BY APPLICANT**

I hereby apply to review/receive the records described below in the following manner (please select one):  
\_\_\_ **REVIEW IN PERSON:** If request is approved, the Library will contact you to make arrangements for you to view the records at the Library at 148 Smithtown Blvd. Nesconset, NY 11767. **CONTACT PREFERENCE: PHONE** \_\_\_ **EMAIL** \_\_\_  
\_\_\_ **ELECTRONIC COPIES:** If request is approved, the records will be emailed to the email address you provide on this form.  
\_\_\_ **PRINTED COPIES:** If request is approved, you will receive a copy of this form indicating the costs. **NOTE:** No records will be reproduced until payment has been received. No fee is charged for requests of 10 pages or less. **CONTACT PREFERENCE: U.S. MAIL** \_\_\_ **EMAIL** \_\_\_  
I hereby agree to pay the statutory fee of \$.25 per page for documents to be copied.

|                        |                  |                     |          |
|------------------------|------------------|---------------------|----------|
| NAME OF APPLICANT      | TELEPHONE NUMBER | DATE OF APPLICATION |          |
| STREET ADDRESS         | CITY             | STATE               | ZIP CODE |
| SIGNATURE OF APPLICANT | EMAIL ADDRESS    |                     |          |

**Description of records sought:** describe in detail. **NOTE:** Under F.O.I.L., The Smithtown Library is required to supply records, not information.

Empty box for description of records sought.

**SECTION 2 - TO BE COMPLETED BY LIBRARY ADMINISTRATION OFFICE**

Confirmation of this request will be provided within five (5) business days of receipt. Available records will be provided within twenty (20) business days. If we are unable to provide the records within twenty (20) business days, you will receive the approximate date your request will be granted in writing.

|                                  |       |      |
|----------------------------------|-------|------|
| RECORDS ACCESS OFFICER SIGNATURE | TITLE | DATE |
|----------------------------------|-------|------|

**2.a. REQUEST APPROVED:**

To obtain copies of the records, send a check or money order payable to The Smithtown Library at the above address. Records consist of \_\_\_\_\_ pages @ \$.25 per page, for a total cost of \$ \_\_\_\_\_. **Failure to respond within two (2) weeks of this notice will be considered a withdrawal of your request.**

**2.b. REQUEST DENIED:**

- ◇ Request does not reasonably describe the documents sought.
- ◇ Records not possessed by Library.
- ◇ The Library is not required to respond to questions or inquiries, only to provide documents.
- ◇ Records exempted from disclosure by federal or state statute.
- ◇ Records if disclosed would constitute an unwarranted invasion of personal privacy.
- ◇ Records if disclosed would impair present or imminent contract awards/collective bargaining negotiations.
- ◇ Records constitute trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
- ◇ Records are compiled for law enforcement purposes which, if disclosed, would interfere with law enforcement investigations or judicial proceedings; deprive a person of a right to a fair trial or impartial adjudication; identify a confidential source or disclose confidential information relating to a criminal investigation; or review criminal investigative techniques or procedures, except routine techniques and procedures.
- ◇ Records if disclosed would endanger the life or safety of a person.
- ◇ Records are inter-agency or intra-agency materials which are not statistical or factual tabulations of data; instructions to staff that do not affect the public; final agency policy or determination; external audit including, but not limited to, audits performed by the comptroller and federal government.
- ◇ Records, if disclosed, would jeopardize the agency's capacity to guaranty security of its information technology assets.

**SECTION 3 - NOTICE TO APPLICANT**

You have a right to appeal a denial of this application in writing to the Library Director, The Smithtown Library, 148 Smithtown Boulevard, Nesconset, NY 11767, within thirty (30) days of denial. The Library Administration will respond to you in writing within seven (7) business days of receipt of your appeal.