



# JOLIET PUBLIC LIBRARY

## CONNECTING YOU TO THE WORLD

### **Americans with Disabilities Act Policy**

#### **Section 1.1: Americans with Disabilities Act Policy**

The Joliet Public Library complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”) and offers alternative reasonable compliance to meet its requirements. Accordingly, the Library will take appropriate steps to ensure that Library communications with applicants, participants, and members of the public with ADA disabilities are as effective as communications with others; make reasonable accommodations in Library policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a Library program would result; and operate its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

The Marketing and Community Relations Liaison is the Library’s ADA Compliance Officer and the ADA Compliance Officer may be contacted via telephone number at: 815-740-2669 or via email at: [ada@jolietlibrary.org](mailto:ada@jolietlibrary.org).

Implementing this Policy is the responsibility of all Library staff.

#### Method of Notification

A copy of this Policy shall be included with the Library’s other policies and shall also be posted on the Library’s main bulletin board area at the Main Library and the Black Road Branch and on the Library’s website. Notices of the availability of the Library’s ADA services and of this Policy shall also be displayed at the Circulation Desk and the Adult Services Desk.

If a person with visual impairment or other disability inquires about this Policy or about the Library’s ADA services, staff shall offer to read the Policy and to provide appropriate ADA services.

#### Programming

All notices and advertising for Library-sponsored programming shall contain an appropriate ADA notice (such as the following):

*Any person needing an accommodation for a disability in order to access the benefits of the Library’s services, programs, or activities under the Americans with Disabilities Act should contact the Marketing and Community Relations Liaison or any member of the Library staff. Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Marketing and Community Relations Liaison, Joliet Public Library by telephone at 815-846-3124, by email at [msillar@jolietlibrary.org](mailto:msillar@jolietlibrary.org) or in writing, not less than five (5) business days prior to the meeting.*

## Accommodations to Persons with a Disability

Forms for requesting ADA assistance and for complaints under the ADA are available at the circulation service desk, at the Library's Adult Services Desk, in the Business Office, or on the library's web site. All Library staff are available to provide ADA assistance and to assist a patron in filling out the forms, if needed.

Staff will assist a patron with a disability in any reasonable way needed, including opening doors, carrying, retrieving library materials, completing library forms, *etc.*

Despite the Library's best efforts, not all library materials may be available in accessible formats, not all areas of the Library are available to individuals with disabilities, and not every Library program, service and activity can be made accessible to every disabled person without fundamentally altering the nature of the service, activity or program. However, the Library does make every reasonable effort to provide assistance to individuals with disabilities upon request.

1. For the visually impaired, the Library attempts to select materials which are available in large print, audiotape, or media kits. Staff is available to assist such patrons at the computerized catalog.
2. For the audibly impaired the Library attempts to select materials which, while normally available on tape or CD, are also available in print. The Library selects, when available, videos or DVDs that are closed-captioned. The Library accepts phone calls through a hearing assist operator.
3. For the mobility impaired, the staff reaches and retrieves any and all materials which are inaccessible to wheelchair users or others with mobility impairments. Clear, readable signage indicates access routes. Staff will not touch or move wheelchairs without permission from the patron. If requested, staff holds doors open for wheelchair users.
4. For the mentally impaired, the Library attempts to select materials which are understood at appropriate levels of comprehension. DVDs, videos, CDs, and audiotapes are offered for those with reading difficulties. Youth oriented materials are available in the same formats.
5. For the manually impaired, the Library attempts to select formats other than print, such as DVDs, CDs, videos, and audiotapes. Staff is available to retrieve any material which may not be accessible to patrons. Staff is also available to assist at the computerized catalog.
6. For library patrons who are verbally disabled, staff is available to communicate via writing.

## Meeting Room Users

Groups using the meeting room and presenters are required to meet the requirements of the Americans with Disabilities Act. The Library offers the facility as a service to community groups, but has no responsibility for the groups using the room.

## Grievance Procedure

Persons who believe they have been discriminated against based on their disability should file a complaint with the ADA Coordinator. An ADA complaint should be submitted to the ADA Coordinator in writing and should contain information about the alleged discrimination, including the name, address and telephone number of the individual filing the claim, and also the location, date and description of the problem. Alternative means of filing complaints, such as by personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. The ADA complaint should be submitted to the ADA Coordinator as soon as possible, but not later than 60 calendar days after the alleged ADA violation.

ADA complaints will be brought to the attention of the Library Executive Director following receipt of a completed complaint form.

Within 15 calendar days after receipt of the complaint, the ADA Coordinator, Library Executive Director, or designee will meet with the individual to discuss the complaint and possible resolutions. Within 15 calendar days after such meeting, the ADA Coordinator, Library Executive Director, or designee will respond in writing, and where appropriate, in a format accessible to the individual, such as large print, Braille, or audiotape. The response will explain the position of the Library and offer options for possible resolution of the complaint.

If the response of the ADA Coordinator, Library Executive Director, or designee does not satisfactorily resolve the problem, the individual may appeal the decision to the Board of Library Trustees within 15 calendar days after the individual's receipt of the response. The Library Board will review the issue at their next regularly scheduled meeting; as long as the appeal is received in time to add it to the Board's agenda. If it is too late to be included in the agenda, it will be considered at the next month's regularly scheduled Board meeting. Within 30 calendar days after the Board meeting, the Library Board will respond in writing (and, where appropriate, in a format accessible to the complainant), with a possible final resolution of the problem.

Individuals may also file an administrative complaint with the U.S. Equal Employment Opportunity Commission (EEOC) within 180 days of the alleged discrimination, or may file a lawsuit for injunctive relief and damages.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

For further information

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Coordinator and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).