

## AMERICANS WITH DISABILITIES ACT (ADA) POLICY

The Library is committed to complying with the Americans with Disabilities Act (ADA) to ensure that individuals with disabilities do not encounter discrimination, including intentional exclusion, discriminatory effects, architectural discrimination, and attitudinal or communication barriers. The Library's policy is to maximize the full inclusion and integration of people with disabilities in all Library programs, services, and employment.

### **1. DISCRIMINATION PROHIBITED**

The Library will not discriminate against applicants, employees, or patrons with disabilities. It is the Library's policy not to discriminate against any qualified employee or applicant in regard to any term or condition of employment because of such person's disability or perceived disability so long as the employee can perform the essential functions of the job.

### **2. CONTRACTUAL OR OTHER ARRANGEMENTS**

The Library will not enter into or participate in a contract, agreement, or similar relationship that would subject qualified applicants, employees, or patrons with disabilities to discrimination prohibited by the ADA.

### **3. REASONABLE ACCOMMODATION**

Any applicant, employee or patron may make a request for an accommodation due to their disability. After a qualified individual requests a reasonable accommodation, the Library will make every appropriate effort to determine and provide a reasonable accommodation unless the accommodation poses an undue burden or is not readily achievable. Patrons desiring an accommodation should contact the Executive Director or their designee. Employees or applicants with disabilities who believe they require a reasonable accommodation to apply for a position or to perform the essential function of their job should contact their supervisor and/or the Associate Director or their designee.

### **4. COMPLAINTS**

The Executive Director or their designee will investigate any complaint against the Library regarding the ADA. Employees should raise concerns about the ADA with the Associate Director or their designee. Persons who are dissatisfied with the determination regarding their complaint may contact the Executive Director.

### **5. RETALIATION ABSOLUTELY PROHIBITED**

The Library will not coerce, intimidate, threaten, harass, or interfere with any individual exercising their rights under the ADA or because the individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA.

Adopted October 11, 2022