Making Library Programs Accessible

It is your responsibility as a place of public accommodation to be accessible to anyone who would like to access your services. With that being said, often there are obstacles within our libraries that prevent access to our resources. There are very few circumstances under which you would <u>not</u> be required to make your library program or meeting accessible.

Add a Statement of Accessibility to Library Program & Meeting Announcements:

In an effort to ensure that all of your materials, programs and services are accessible to all, you may wish to include a statement of accessibility in your newsletter, on your website and in all of your promotional materials.

- While there is no specific wording that requires you to have this type of statement, it will help you to ensure that you are doing all that you can to make your resources accessible.
- By using this type of statement you are giving a visitor to your library the opportunity to request the accommodation needed, and giving you the time to put the accommodation in place.
- Suggested wording:
  - *"Please let us know in advance if you will need an accommodation that will make this event accessible to you."*
  - *"Please contact us 2 weeks in advance of a program so that we will have enough time to make the event accessible to you."*

Add a Budget Line for Auxiliary Aids:

It is very important to allocate a line in the library's operating budget for Auxiliary Aids. This type of line can help to cover the costs of Sign Language Interpreters, assistive technology and other types of resources that will make the library's resources accessible to patrons.

Americans with Disabilities Act (ADA) Resources:

- ALA Library Services to People with Disabilities Policy:
  http://www.ala.org/ascla/asclaissues/libraryservices

- Information About Communications: Title II State and Local Government. Subpart E-Communications:
  http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm#subparte

- Information About Auxiliary Aids: Title III Public Accommodations: Subpart C, Section 36.303 Auxiliary Aids:
  http://www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm#subpartc

- Americans with Disabilities Act Questions and Answers: A 31-page booklet that highlights some employment and service provisions of the ADA. http://www.ada.gov/q&aeng02.htm

- A Guide to Disability Rights Law: A 21-page booklet that highlights the different disability-related legislation. http://www.ada.gov/cguide.htm

- Visit the ASCLA section of ALA http://www.ala.org/ascla for some archived articles and future online workshops that provide resources on making library services and programs accessible to people with disabilities.