

ADA STATEMENT

Requests for Accommodation & Complaints about Accessibility

The Putnam Valley Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. The following procedure has been developed in order to assist the Library in addressing concerns about accessibility.

People who wish to request accommodation or make a complaint about accessibility at the Putnam Valley Library have access to a three step procedure:

Step One Requests for accommodation and/or complaints about accessibility can be presented in person or over the phone. These should be addressed to the Library Director who then makes every attempt to resolve the issue without further recourse to this procedure.

Step Two If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Concerns Form. Assistance in completing this form is provided, as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter (non-print formats provided as needed). The Library Director will make every attempt to resolve the issue through this means.

Step Three If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final for the Library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the Americans with Disabilities Act and related regulations.

A copy of this policy will be attached to the Accessibility Complaint Form.

**PUTNAM VALLEY LIBRARY
ACCESSIBILITY COMPLAINT FORM**

The Putnam Valley Public Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your ideas on how we can try to serve you better.

PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED.

PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS.

DATE _____

NAME _____

ADDRESS _____

PHONE _____

Please see the attached policy and procedure to find out how we will address your concern.

Adopted 4/14/08

Draft 3/10/08