

Reed Memorial Library  
1733 Route 6  
Carmel, NY 10512  
PH: 845.225.2439  
FX: 845.225.1436  
E-mail: [reedlib@bestweb.net](mailto:reedlib@bestweb.net)  
Web Site: <http://reed.carmel.lib.ny.us/>

## Policy on Service to Disabled Patrons

The Reed Memorial Library is a Free Association Library. It is a member of the Mid-Hudson Library System, and as such, acts as a resource sharing agency with other libraries of all types in New York State. Our library building, built in 1913, is currently not accessible to people in wheelchairs. To accommodate wheelchair users wishing to use the Reed Memorial Library, the following services are offered:

**Telephone Consultation:** Reference, referral and reader's advisory services are offered over the telephone to all our patrons on a limited basis due to time restraints. If the patron is unable to access the library building, special effort to offer extended services is made.

**Curbside Service:** A staff member will meet a patron on the curb or at their car to exchange books, issue cards, or perform other usual library duties, upon notification of the arrival time of the patron.

**Electronic Services:** The card catalog and other holdings of the Reed Memorial Library is available over the Internet. Patrons can call from home to reserve material or to request that it be borrowed for them from another library through Interlibrary Loan.

**Children's Programs:** Appropriate accommodation is made upon advance notice. The Reed Memorial Library staff will work with any community member to accommodate them to the best of their capabilities and within the policies and procedures of the library. All are welcome to our programs. It is the responsibility of the parent or guardian of any particular child to help with child's participation. Parents are required to stay with children under the age of 6 during any of our programs and are responsible for their participation and behavior.

**Alternative Service:** The Reed Memorial Library, a Free Association Library, is one of two libraries in the town of Carmel serving the public. Mahopac Library, located approximately four miles away, is a newer, larger facility that is fully accessible. Kent Public Library, located in the town of Kent, and only one mile away, is partially accessible. Anyone holding a valid Mid-Hudson Library System Fastcard, (available at any library upon presentation of identification), is entitled to exactly the same services and level of service at any Mid-Hudson Library System member library. In addition, with reasonable notice, special accommodation at neighboring accessible libraries will be made upon wheelchair user's request for registration at similar programs offered by Reed Library, (eg: story hours, holiday programs). Non-circulating materials unique to Reed Memorial Library may be borrowed on interlibrary loan by any other accessible library for a wheelchair bound patron for use in that library, upon reasonable notification.

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### Access to Library Materials

Any person who holds a valid Mid-Hudson Library System Fastcard may request materials from any Mid-Hudson Library on Interlibrary loan. Each library, however, generally has a collection of books that are non-circulating and can only be used in the library. Reed Memorial Library has a small collection of books that are non-circulating and are unique to this library as well. In order to enable people who cannot access Reed Memorial Library to use this material the following procedure will be followed:

The person who cannot access the Reed Memorial Library must contact the Library Director a minimum of one week before he or she wishes to use the material. This material will then be sent to a neighboring accessible library for that person to use only in the library for a maximum period of one week. It should be noted that the material will be kept at the circulation desk of the accessible library for use of the person making the request. The week's notification allows for delivery and covers the different hours open of various libraries. The actual time frame for the arrival of the material at the accessible library may be shorter. The one week loan period begins when the material is received at the designated library. The person requesting the material will be notified by a Reed Memorial Library staff member who will track the material and inform the patron of its arrival at the designated library.

A list of non-circulating unique materials will be made available at all Putnam County Libraries, in the Outreach Department of the Mid-Hudson Library System, at the Carmel Town Hall, Town Clerk's office, and will be sent to local newspapers.

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### **Programs at the Reed Memorial Library**

The Reed Memorial Library is a small public library located at the junction of Rte. 6 and Rte. 52 in the Hamlet of Carmel. It consists of three rooms: a Reference Room, a Children's Room, and a room containing the stacks and the circulation area. The Reed Memorial Library has no program or community room, nor any space to hold programs, without interfering with patrons trying to use the library for standard purposes. In addition, we are able to employ a Program Coordinator for only twelve hours per week, due to financial constraints. Consequently, our program offerings are very limited.

The Reed Memorial Library offers the following Children's Programs on a regular basis:  
Storytimes for toddlers and preschoolers.  
Occasional holiday craft programs for preschoolers.  
State-wide Summer Reading Program  
Summer Craft Programs for Elementary School Aged Children

**It should be noted that these programs are standard library offerings, not unique to Reed Memorial Library, and are identical to programs currently offered in neighboring libraries.**

The Reed Memorial Library offers the following Adult Programs on a regular basis:  
Two Book Discussion Groups

**Again, this is standard library fare, not unique to Reed Memorial Library, and is currently offered in neighboring accessible libraries.**

Should a person who is unable to access the library wish to attend a program, every effort will be made to make arrangements to attend a similar program at a neighboring accessible library. If this proves to be impossible, arrangements will be made to move the program to an accessible site. This requires a minimum notice of two weeks by the person unable to access the library. He or she will contact the Director, who will then either make arrangements for program attendance at a neighboring library (such as Kent Public Library, or Mahopac Library), or arrange to relocate the program to an accessible site, notifying all registered participants, and announcing any changes in the local media. Press releases and publicity flyers will contain the statement:

*"For information concerning access to programs by wheelchair users, please contact the Director at least two weeks before the starting date of the program"*