

## CORTLAND FREE LIBRARY

**Policy Category:** Public Space

**Policy Title:** Accessibility/ADA Statement

**Need for Policy:** In compliance with the American Library Association's ADA policy, Cortland Free Library strives to provide to all library patrons the best possible access to all library resources and services.

**Policy:** The library will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability. Accommodations which fundamentally alter the nature of the service or facility, or would result in an undue burden (i.e., significant difficulty or expense) are not considered to be reasonable.

For library patrons with disabilities, the library provides the following:

- Access
  - Parking: There are two handicapped parking spots located in the parking lot on the north side of the library.
  - Entrances: The side entrance is ground-level and wheelchair accessible.
  - Interior:
    - An elevator provides access between the main floor and the ground level (Youth Services, restrooms).
    - A ramp provides access between Youth Services and the Periodicals Room.
    - Shelving units are spaced within ADA compliance.
    - Wheelchair-accessible check in/out stations, library catalogs, tables, computer stations and study carrels and restrooms are available on both the main (Adult Services) and lower (Youth Services) levels.
    - Headphones can be checked out at the circulation desk.
- Assistive Technology
  - Microsoft Windows package is installed on all library computers. The program comes with accessibility attributes, which can be found in the Microsoft Ease of Access Center. The program includes the following: Magnifier (enlarges parts of the screen), Narrator (reads on screen text), On-Screen Keyboard (can type with the mouse), and High Contrast (increases contrast to reduce eye strain).
  - The New York State Talking Book and Braille Library (TBBL) lends Braille and recorded books and magazines, and the necessary equipment, to residents of the 55 upstate counties of New York State who are unable to read standard printed materials because of a physical disability. Additional information is available on <http://cortlandfreelibrary.org/library-services/for-the-visually-impairedhomebound/>
- Resources
  - Library materials: Library staff are available to retrieve books and other print materials. If a patron is homebound, the library will deliver materials through our Mail-It program.
  - Printers and photocopiers: Library staff are available to assist in photocopying, scanning print material and using the microfilm machines. Staff will also provide one-on-one instruction in the use of electronic and print resources.
  - Research help: Library staff can help with any research question.

Individuals with questions regarding accessibility and requests for reasonable accommodations are encouraged to contact the Library Director at 753-1042. Complaints can be made in writing and addressed to the Library Director, [dir@cortlandfreelibrary.org](mailto:dir@cortlandfreelibrary.org).

**Approved: 06/20/2018**