



Cortland Free Library

Books are just the beginning!

Policy Category: Public Space
Policy Title: Animals in the Library

Need for Policy: Cortland Free Library recognizes the importance of service animals and emotional support animals to individuals with disabilities and considers the safety and health of all of our patrons and staff to be of the utmost priority. As such, this policy details instances when animals are allowed in the library.

Policy: The Library may occasionally include animals in special programs and will clearly indicate this in publicity for the program(s). Members of the public may enter the library with an animal if:

1. **The animal is a service animal that requires accommodation under the Americans with Disabilities Act (ADA).** Please note that misrepresenting an animal as a service animal will be considered a violation of the library's Code of Conduct. In situations where it is not obvious that the animal is a service animal, library staff may ask two specific questions: (1) is the animal a service animal required because of a disability?; (2) what work or task have they been trained to perform?

Or;

2. **The animal is an emotional support animal (ESA) prescribed by a licensed medical or mental health professional (LMHP) and the owner has an official letter that includes, at a minimum, the following: the owner's name; LMHP's name, contact information, and address of their practice; a recommendation for the emotional support animal to treat the disability; the date the letter was issued.** Please note that without this documentation, ESAs are not allowed in the Library. The Library may ask to make a copy of the letter so that the owner does not need to produce it each time they enter the library.

The Library is not responsible for animals who are left unattended outside of the building.

Approved: 1/16/19; Updated 8/21/2023