

# HIGHLAND PARK PUBLIC LIBRARY

## Policy 408 Americans with Disabilities Act

Purpose: To describe Library procedures in support of the Americans with Disabilities Act (“ADA.”)

### General Policy

Highland Park Public Library (“Library”) acts in good faith to meet the requirements of the ADA. Information about the ADA may be obtained from the Information & Reader Services Department. Librarians are available to assist with inquiries.

Any person needing an accommodation for a disability in order to access the benefits of the Library’s services, programs, or activities under the ADA is encouraged to contact the Library’s Executive Director or the Library’s ADA Compliance Officer.

### ADA Compliance Officer

The Executive Director or their designee is the Library’s ADA Compliance Officer. The ADA Compliance Officer may be contacted via telephone at: 847-579-6819 or via email at: [library-administration@hplibrary.org](mailto:library-administration@hplibrary.org).

Implementation of this Policy is the responsibility of all Library staff.

### Programming & Meeting Accessibility

All notices and advertising for Library-sponsored programming and meetings will contain an appropriate ADA notice (such as the following):

Any person needing an accommodation for a disability in order to access the benefits of the Library’s services, programs, or activities under the Americans with Disabilities Act should contact a Library manager by telephone at \_\_\_\_\_, by email at \_\_\_\_\_ or in writing, not less than five (5) working days prior to the program.

Groups using a meeting room for non-Library-sponsored meetings or programs are responsible for meeting the requirements of the ADA.

Reviewed and revised September 19, 2023

Revised December 19, 2023