

COAL CITY PUBLIC LIBRARY DISTRICT  
AMERICANS WITH DISABILITIES ACT(ADA)  
POLICY/PROCEDURES

APPROVED BY  
THE BOARD OF TRUSTEES

REVISED

MARCH 14, 2017

## ADA POLICY/PROCEDURES

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate against individuals with a disability. Title II of the ADA provides that no person with a disability may be excluded because of disability from participating in or denied the benefits of programs, services and activities provided by state and local governments.

The board of trustees affirms its commitment to the ADA and will adhere to and post the **NOTICE OF RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT AND ILLINOIS HUMAN RIGHTS ACT (Appendix A)** in any room where board meetings and other activities are held and shall be made available to any member of the board of trustees or the public upon request.

To enable the board of trustees to meet its obligation to individuals with disabilities, the board of trustees shall adhere to the following procedures:

1. A library trustee shall be appointed as the board's ADA/IHRA Compliance Coordinator ("coordinator"). The coordinator will assist the board in complying with the ADA and the Illinois Human Rights Act (IHRA).
2. The coordinator may undergo training from time to time as requested by the coordinator or as required by the board of trustees.
3. The coordinator is responsible for:
  - a. Ensuring accessibility of the board of trustees' meetings
  - b. Providing auxiliary aids and services to individuals with disabilities
  - c. Documenting requests for reasonable modifications of library district policies or for auxiliary aids (and the library district's response to those requests)
  - d. Assuring an "ADA Request Form" (**Appendix B**) is completed for all "Requests for Auxiliary

Aids or Services" (**Appendix C**).

- e. Maintaining the confidentiality of the request
  - f. Guaranteeing no surcharge will be placed on the requestor for reasonable accommodations
4. The Requestors are responsible for:
- a. Identifying themselves as needing appropriate reasonable accommodations for persons with disabilities.
  - b. Making their needs known in a timely manner.

## Appendix A

### NOTICE OF RIGHTS UNDER THE AMERICANS WITH DISABILITIES ACT AND ILLINOIS HUMAN RIGHTS ACT

In accordance with Title II of the Americans with Disabilities Act and Sections 5 and 6 of the Illinois Human Rights Act:

- a. The board of trustees will not discriminate against individuals with disabilities in its activities.
- b. Upon request, the board of trustees will provide auxiliary aids and services to individuals with disabilities to ensure that such individuals have access to the same activities as individuals without disabilities as long as the request does not impose an undue burden on the Coal City Public Library District.
- c. The board of trustees will not exclude individuals with a disability from participation in the activities due to facility inaccessibility.
- d. The board of trustees will not retaliate against any person who alleges that any action taken by the board of trustees is discriminatory on the basis of a disability or who files an informal or formal complaint or charge alleging discrimination on the basis of disability.

#### Requesting Auxiliary Aids, Services or Reasonable Accommodations

Any person seeking an auxiliary aid, service, or reasonable accommodation to participate in board of trustees' activities should contact the library district's ADA/IHRA coordinator, any library trustee or the library director. This request may be made orally or in writing. The library district's coordinator, Jill Ames, can be contacted at 815-634-2106 or [adacoordinator@ccpld.org](mailto:adacoordinator@ccpld.org). The library director can be contacted at 815-634-4552 or [jolene@ccpld.org](mailto:jolene@ccpld.org).

#### Responses to Requests

Responses to requests will be finalized as soon as possible but in no event later than one week after the date of the request.

All requests will be handled privately between the requestor and the library district's coordinator or the library director and any other individuals that reasonably need to know about the request. The board of trustees will not place a surcharge on a person with a disability or group of people with disabilities to cover the costs of making reasonable modifications in policies or providing auxiliary aids and services. If a request is denied, the person making the request will receive a written denial with the reasons for the denial.

ADA REQUEST FORM

Requestor's Name: \_\_\_\_\_

Requestor's Contact Information:

Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Activity for which request  
is being made: \_\_\_\_\_

Date of the  
activity: \_\_\_\_\_

Description of the Request: \_\_\_\_\_

*For example, sign language,  
interpreter, communication access  
relations translation (CART),  
documents in an alternative format  
such as brailled materials, large  
print materials, or electronic  
documents.*

## APPENDIX C

### REQUESTS FOR AUXILIARY AIDS OR SERVICE

- A. Any person with a disability who requires the use of an auxiliary aid or service to participate in a board of trustees activity, including but not limited to board of trustee meetings, may submit a request. The individual requesting the auxiliary aid or service may do so by use of an "ADA Request Form" (**Appendix B**) or by any other means, including but not limited to oral communications, electronic mail or written request of any kind.
- B. Any request by a trustee or by the public desiring to attend a board of trustee meeting should be submitted to the coordinator. If the individual requesting the auxiliary aid or service submitted the request in another format, the coordinator must fill out the ADA Request Form. The coordinator may consult with the library director.
- C. Any request made by the public for any other library activity should be submitted to the library director. If the individual requesting the auxiliary aid or service submitted the request in another format, the library director must fill out the ADA Request Form and consult with the coordinator. Requests made to any other trustee will be referred to either the library director or the coordinator depending on the requestor. Decision Approving Request: If it is determined from review of the request that the specific auxiliary aid or service is appropriate, the aid or service shall be arranged and the individual submitting the request shall be notified.
- D. Decision Denying Request: If it is determined the specific auxiliary aid or service requested is not necessary to provide effective communication or that the specific auxiliary aid or service will pose an undue burden or will fundamentally alter the nature of the goods and services provided, the individual will be consulted to determine whether an alternative auxiliary aid or service can be used. In doing so, primary consideration will be given to the person making the request. If, after consulting with the individual, it is determined that the board cannot

provide the auxiliary aid or service requested because it will pose an undue financial or administrative burden and that an alternative form of auxiliary aid or service that is not a fundamental alteration or undue burden is acceptable to the individual, the board president will be informed of that determination, in writing, setting out in full the basis for the determination. If the board president agrees with the determination, a written decision with the basis for denying the request, aid or service shall be provided to the individual in a manner accessible to the individual.

- E. Any communication concerning a request shall be considered private and confidential.
- F. Responses to requests will be finalized as soon as possible but no later than one week after the date of the request.