

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY STATEMENT ON LIBRARY PROGRAMS
IN COMPLIANCE WITH AMERICAN WITH
DISABILITES ACT (A.D.A.)

Bloomfield Township Public Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act and the state of Michigan's Persons With Disabilities Civil Rights Act.

Bloomfield Township Public Library is committed to providing all reasonable accommodations to disabled library patrons and to not deny disabled Bloomfield Township residents the services, programs or activities available to residents without disabilities.

Bloomfield Township Public Library also is committed to providing all reasonable accommodations to all disabled library patrons and to not deny disabled nonresidents the services, programs or activities available to nonresidents without disabilities.

All Bloomfield Township Public Library staff members have been instructed to be sensitive to all requests for accommodation by any disabled library patron and to make every reasonable effort to provide reasonable accommodation on an individual basis.

Objective: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or materials of the Library, or be subjected to discrimination by the Library.

Personnel Responsible: Library Director

Notice: The Library has taken steps to assure, to the extent financially and administratively possible within the Library's available resources, that the Library, its services, programs and materials are accessible to all library patrons, including qualified individuals with disabilities.

If you or the person you are accompanying has a disability and requires the assistance of a librarian, please notify the librarian in attendance at the Adult Service or Youth Services desk.

Method of

Notification: A statement of this written policy will be distributed to each library staff person and volunteer who works with library patrons. A copy of the written policy is available at every public service desk and is displayed in the copy center within the Library.

If a person with visual impairment inquires about the Library's services, an audio version of the Policy Statement on Library Service in compliance with ADA is available on the Library's website at www.btpl.org/about-us/policies.

Affected

Disabled: Patrons of the Library may be disabled in the following ways, among others:

1. Visually
2. Audibly
3. Mobility
4. Manually
5. Mentally
6. Verbally

Library

Programs: The Library currently provides a variety of programs, orientations and tours for children, teens and adults such as story times, discussion groups and books sales, among others.

Assistance provided: Despite our best efforts, not all library activities or programs can be made accessible to every disabled patron without fundamentally altering the nature of the activity or program.

However, the Library does make every effort to provide assistance **to qualified**

individuals with disabilities upon request by the qualified individual with disability or care giver, as follows:

1. The Library reserves front-row seating if requested in advance.
2. The Library provides, if requested 14 days in advance, an interpreter for library programs. Closed caption televisions and assistive listening devices also are available.
3. The Library provides a wheelchair, scooters and walker for use in the Library. An elevator is available to attend programs on any floor.
4. The Library welcomes attendants to assist the disabled to enjoy the program
5. The Library provides some slower-paced and shorter library programs. Orientations and tours can be provided upon request, requested 14 days in advance.
6. The Library assures that during programs written questions are responded to on an equal basis as verbal.

7. The Library provides adequate space during activities for any attendants, including working assistance animals, which a disabled person may need to help them enjoy the library's programs and services.

8. The Library provides home delivery for Bloomfield Township residents who are temporarily or permanently homebound.

The Library provides adequate space during activities for any assistive devices that the disabled may need to help them enjoy the library's programs and services.

See also: *Bloomfield Township Public Library Policy Statement on Selection of Library Materials in Compliance with ADA*

and *Bloomfield Township Public Library Policy Statement on Library Service in Compliance with ADA*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY STATEMENT ON SELECTION OF LIBRARY
MATERIALS**

**IN COMPLIANCE WITH AMERICANS WITH
DISABILITIES ACT (A.D.A.)**

Bloomfield Township Public Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act and the state of Michigan's Persons With Disabilities Civil Rights Act.

Bloomfield Township Public Library is committed to providing all reasonable accommodations to disabled library patrons and to not deny disabled Bloomfield Township residents the services, programs or activities available to residents without disabilities.

Bloomfield Township Public Library also is committed to providing all reasonable accommodations to all disabled library patrons and to not deny disabled nonresidents the services, programs or activities available to nonresidents without disabilities.

All Bloomfield Township Public Library staff members have been instructed to be sensitive to all requests for accommodation by any disabled library patron and to

make every reasonable effort to provide reasonable accommodation on an individual basis.

Objective: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or materials of the Library, or be subjected to discrimination by the Library.

Personnel Responsible: Library Director

Notice: The Library has taken steps to assure, to the extent financially and administratively possible within the library's available resources, that the Library, its services, programs and materials are accessible to all library patrons, including qualified individuals with disabilities.

If you or the person you are accompanying has a disability and requires the assistance of a librarian, please notify the librarian in attendance at the Adult Services or Youth Services desk.

Method of Distribution: A statement of this written policy will be distributed to each library staff person and volunteer who works with library patrons.

A copy of the written policy is available at every public service desk and is displayed in the copy center within the Library.

If a person with visual impairment inquires about the Library's services, an audio version of the Policy Statement on Selection of Library Materials in compliance with ADA is available on the Library's website at www.btpl.org/about-us/policies

Affected Disabled: Patrons of the Library may be disabled in the following ways, among others:

1. Visually
2. Audibly
3. Mobility
4. Manually
5. Mentally
6. Verbally

Formats Available: The Library currently provides access to information in a variety of formats, such as:

- Audio visual material
- Braille books
- CD ROM products
- Computer software
- Large print books
- Magazines and newspapers
- Media kits

- Micro-forms
- Online access
- Paperback books
- Printed material
- Puppets
- Puzzles
- Video material
- Visual art

Criteria for Selection: Despite our best efforts, not all library materials may be available in formats accessible to qualified individuals with disabilities.

However, the Library does make every effort to select materials which are accessible to qualified individuals with disabilities by purchasing the following:

1. The Library attempts to select materials in a variety of formats such as in large print, audio or media kits.

Patrons also are referred to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and visual aids.

2. The Library attempts to select materials that, while normally available in audio format, are also available in print. The Library selects, when available, movies that are closed captioned.
3. The Library attempts to select materials in a variety of formats other than print, such as audio visual and computer software, among others.

Patrons also are referred to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and visual aids.

4. The Library attempts to select informational materials which are understood at the appropriate levels of comprehension.

Audio Visual materials are offered for those with reading difficulties.

For youth, a variety of formats are available, such as specially adapted toys, media kits and puppets, among others.

See also: *Bloomfield Township Public Library Policy Statement on Library Service in Compliance with ADA*

and *Bloomfield Township Public Library Policy Statement on Library Programs in Compliance with ADA*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY STATEMENT ON LIBRARY SERVICE
IN COMPLIANCE WITH AMERICAN WITH
DISABILITIES (A.D.A.)**

Bloomfield Township Public Library has policies and practices in place which are fully compliant with both the federal Americans With Disabilities Act and the state of Michigan's Persons With Disabilities Civil Rights Act.

Bloomfield Township Public Library is committed to providing all reasonable accommodations to disabled library patrons and to not deny disabled Bloomfield Township residents the services, programs or activities available to residents without disabilities.

Bloomfield Township Public Library also is committed to providing all reasonable accommodations to all disabled library patrons and to not deny disabled nonresidents the services, programs or activities available to nonresidents without disabilities.

All Bloomfield Township Public Library staff members have been instructed to be sensitive to all requests for accommodation by any disabled library patron and to make every reasonable effort to provide reasonable accommodation on an individual basis.

Objective: No qualified individual with a disability shall, by reason of such disability, be excluded from participation in, or be denied the benefits of, the services, programs or materials of the Library, or be subjected to discrimination by the Library.

Personnel Responsible: Library Director

Notice: The Library has taken steps to assure, to the extent financially and administratively possible within the library's available resources, that the Library, its services, programs and materials are accessible to all library patrons, including qualified individuals with disabilities.

If you or the person you are accompanying has a disability and requires the assistance of a staff member, please notify the person in attendance at any public service desk.

Method of

Notification: A statement of this written policy will be distributed to each library staff person and volunteer who works with library patrons. A copy of the written policy is available at every public service desk and is displayed in the copy center within the Library.

If a person with visual impairment inquires about the Library's services, an audio version of the Policy Statement on Library Service in compliance with ADA is available on the Library's website at www.btpl.org/about-us/policies

Affected Disabled

Patrons of the Library may be disabled in the following ways, among others:

1. Visually
2. Audibly
3. Mobility
4. Manually
5. Mentally
6. Verbally

Assistance Provided:

Despite our best efforts, not all library materials may be available in accessible formats, not all areas of the Library are available to qualified individuals with disabilities, and not every library program can be made accessible to every disabled patron without fundamentally altering the nature of the activity or program.

However, the Library does make every effort to provide assistance to qualified individuals with disabilities ***upon request by the***

qualified individual with disability or their caregiver as follows:

1. The Library attempts to select materials in a variety of formats such as in large print, audio and media kits, among others.

Patrons are also referred to the Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and assistive devices.

Staff is available to assist patrons with the catalog.

In addition, the Library has obtained for the use of its visually impaired patrons the following assistive devices:

- Hand-held magnifier
- Hand held magnifying glass
- magnifying glasses head gear
Optivisor
- Goose-necked magnifier on swivel arm
- Microform machine with enlargement lenses for creating large print.
- Optilec
- Reading pen

2. The Library attempts to select materials which, while normally available in audio format, are available in print, or which are closed captioned.

Staff will face all patrons when speaking to them, and will not cover their mouths while speaking. If requested, staff will communicate by writing notes.

Verbally impaired patrons may contact library staff through the library's website reference question feature called "Ask Us", available at www.btpl.org/contact-us

If requested 14 days in advance, the Library will provide an interpreter for library programs.

In addition, the Library has acquired the following assistive devices for library programs held in the Leslie Harcourt Green Community Room.

- Overhead video projector
- Closed caption television

3. Library staff is available to reach and retrieve any and all materials which are

inaccessible to wheelchair users or others with mobility impairments.

The facility contains room for the wheelchair user to study and work at desks, computers, tables or carrels, and catalog.

Clear, readable signage indicates access routes. If requested, staff holds doors open for wheelchair users.

Homebound service is available to deliver library materials via mail, and volunteers to care facilities.

In addition, the Library has acquired the following assistive devices for its patrons who are mobility impaired:

- Wheelchair
- Scooters
- Walker
- Child stroller
- Portable baskets to carry materials

4. Library staff is available to retrieve any material which may not be accessible. Staff is also available to assist them at the computerized card catalog.

Patrons are also referred to Oakland Talking Book Service at Rochester Hills Public Library for a larger selection of materials and assistive devices.

In addition, the Library has acquired the following assistive devices:

- Portable baskets to carry materials
- Adaptive keyboards and mice
- Switch device for toggling

5. The Library attempts to select informational materials which are understood at the appropriate levels of comprehension.

6. Library staff is available to receive library requests in writing.

Verbally impaired patrons may contact Library staff through the library's website reference question feature called "Ask Us", available at www.btpl.org/contact-us

See also: *Bloomfield Township Public Library Policy Statement on Selection of Library Materials in Compliance with ADA*

and

*Bloomfield Township Public Library Policy
Statement on Library Programs in
Compliance with ADA*