CAPITAL AREA DISTRICT LIBRARIES
SER 204 ACCESSIBILITY POLICY
JUNE 20, 2018

Policy Statement

Capital Area District Libraries is committed to creating an environment where people with disabilities are treated with respect and provided with independent access to all collections and services. To do so, Capital Area District Libraries will strive to comply with all ADA policies, provide reasonable accommodations, utilize adaptive technology whenever possible, and offer assistance as needed. Whenever appropriate, CADL will consider accessibility issues when revising library policies and procedures.

1. **Physical Access**

1.1   CADL will make every reasonable effort to comply with ADA guidelines at all existing locations. Any new construction or renovation will be in compliance with barrier free designs. New furniture purchases will take into account the needs of people with physical challenges.

1.2   CADL will provide independent access for patrons to print and audiovisual materials whenever possible. Where access is limited, staff assistance is available upon request.

2. **Adaptive Technology**

2.1   CADL will make its web site accessible by meeting WCAG 2.0 Level AA standards whenever possible. When not possible, alternative modes of access will be noted.

2.2   CADL staff will monitor advances in adaptive technologies.

3. **Programs and Services**

3.1   All users must pay for all photocopying and printing from computers. Staff will provide assistance to users with disabilities.

3.2   CADL will provide a sign language interpreter for all CADL programs upon request. Requests must be made to the local library at least three days before the scheduled program.

3.3   CADL will provide assistance by appointment to facilitate the use of adaptive technologies.

3.4   Reference service is available by telephone and in person. Requests for special assistance will be accommodated.

4. **Staff Training**

4.1   CADL will appoint an ADA liaison who will work with a committee of CADL staff to communicate information to staff and coordinate services.

4.2   CADL will provide ongoing staff training on accessibility issues.

5.   Accommodation Requests

5.1   Patrons may make requests for accommodation at any branch.

5.2   When appropriate, staff may refer patrons to other branches or community organizations for assistance.

6.   Public Awareness

6.1   Brochures and other informational tools will be employed to alert patrons to the resources available to the public. Information about services will be made available on the CADL website.

6.2   Service organizations will be provided with information about CADL services for patrons with disabilities.