

## **Americans With Disabilities Act Policy**

The Library is committed to complying with the Americans with Disabilities Act of 1990 ("ADA") to ensure that individuals with disabilities do not encounter discrimination, including intentional exclusion, discriminatory effects, architectural discrimination, and attitudinal or communication barriers. The Library's policy is to maximize the full inclusion and integration of people with disabilities in all Library programs, services and employment.

1. **Discrimination prohibited.** The Library will not discriminate against patrons, employees or applicants with disabilities. It is The Library's policy not to discriminate against any qualified employee or applicant in regard to any term or condition of employment because of such person's disability or perceived disability so long as the employee can perform the essential functions of the job.
2. **Contractual or Other Arrangements.** The Library will not participate in a contractual arrangement or relationship which would subject qualified applicants, employees or patrons with disabilities to discrimination prohibited by the ADA.
3. **Reasonable Accommodation.** The Library will make reasonable accommodation for the known disabilities of any applicant, employee or patron unless the accommodation poses an undue burden. After a qualified individual requests a reasonable accommodation, The Library will make every appropriate effort to determine and provide a reasonable accommodation. Patrons desiring an accommodation should contact the Manager of the Skokie Accessible Library Services Program ("SALS Manager"). Employees with disabilities who believe they require a reasonable accommodation to perform the essential functions of their job should contact their supervisor and/or the Assistant Director for Human Resources.
4. **Complaint Process.** The SALS Manager will investigate any complaint against The Library regarding the ADA. The SALS Manager can be reached at 847.673.7774 or by writing to the Skokie Public Library, 5215 Oakton Street, Skokie, Illinois 60077. Employees should raise concerns about the ADA with the Assistant Director for Human Resources. Persons who are dissatisfied with the initial process to their complaint may contact the Library Director.
5. **Retaliation Absolutely Prohibited.** The Library will not coerce, intimidate, threaten, harass or interfere with any individual exercising his or her rights under the ADA or because the individual aided or encouraged any other individual in the exercise of rights granted or protected by the ADA.