



5215 Oakton Street | Skokie, IL 60077 | 847-673-7774 | [www.skokielibrary.info](http://www.skokielibrary.info)

# **AMERICANS WITH DISABILITIES ACT (ADA) POLICY**

The library is committed to complying with the Americans with Disabilities Act (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.

## **I. 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.

## **II. 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.

## **III. 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 Community Engagement Manager. Employees or applicants with disabilities who believe they require a reasonable accommodation to apply for a position or to perform the essential function of their job should contact their supervisor and/or the Human Resources Manager.

## **IV. COMPLAINT PROCESS**

The Director will investigate any complaint against the library regarding the ADA. The Director can be reached at 847-673-7774 or by writing to Skokie Public Library, 5215 Oakton Street, Skokie, Illinois 60077. Employees should raise concerns about the ADA with the Human Resources Manager. Persons who are dissatisfied with the initial response to their complaint may contact the Director.

## **V. 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.

*Adopted by the Skokie Public Library Board of Trustees, June 14, 2017*

