



## EUCLID PUBLIC LIBRARY BOARD OF TRUSTEES POLICY

# PUBLIC ACCOMMODATIONS

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It is the intent of the Euclid Public Library to serve everyone equally and to assure access to library materials, programs, and facilities for all persons.

As patrons use the library they may encounter barriers of which the library is unaware. Patrons are encouraged to make known any problems they encounter so that they may be addressed. The Library will make every effort to provide reasonable accommodations as necessary under the Americans with Disabilities Act (ADA).

### **PUBLIC ACCOMMODATIONS PROCEDURE**

1. Patrons should complete a public accommodations form. Forms are available at all public service desks and at the reception desk.
2. Forms may be given to any library employee.
3. The Health and Safety Committee will review all forms. During the review process the Safety Coordinator may contact a patron for additional information or request attendance at a Committee meeting to give a full description of the problem.
4. When the situation has been addressed, the Safety Coordinator will inform the patron of the solution. Further follow-up may be made to assure that satisfactory implementation has solved the problem.