

Sarah Hull Hallock Free Library
PO Box 802 Milton, New York 12547
(845) 795-2200
miltonlibrary@live.com

Accessibility Policy

The Sarah Hull Hallock Free Library is committed to providing all patrons and staff equitable access to the library resources and services. The library seeks to make its facilities, programs and services as accessible as possible to the public. All floors of the library are accessible and the library provides a range of services for individuals who may require assistance or specific tools to access and use our resources and services.

Retrieving Items

Staff at the circulation desk will pull materials for patrons when the materials are not physically accessible for any reason, e.g. aisle is not wide enough, material is too high on shelf, or call numbers are difficult to read or see. The library staff will also deliver materials to the curb outside the library for patrons who may need assistance, if coordinated prior to the patron's visit. A staff member will meet the patron at the curbside to exchange books, issue library cards or perform other usual library services. Reference, referral and reader's advisory services via phone or email.

Alternative Format

- We lend large print books and other books may be requested from libraries in the Mid-Hudson Library System.
- We maintain a collection of books on CD and all patrons have access to physical and electronic audiobooks available online through the library's website.
- We coordinate the loan of Braille Books from the State Talking Book and Braille Library.
- The holdings of the Sarah Hull Hallock Free Library are available through the Mid-Hudson Library System online catalog. Patrons may call from home to reserve material or to request that it be borrowed for them from another library in the Mid-Hudson Library System.

Assistive Technology

The computers available for patron's use are equipped with built in Microsoft screen readers. Assistive technology for individuals who are deaf or hard of hearing can be made available with advanced notice.

Sarah Hull Hallock Free Library Procedure of Accessibility Concerns

Enforcement of the Accessibility Policy is the responsibility of the Sarah Hull Hallock Free Library staff.

Patrons who believe they have been discriminated against based on their disability should file an "Accessibility Concerns Form." See attached form. Assistance in completing this form is provided when needed.

Completed "Accessibility Concerns Forms" are reviewed by the Library Director; a formal response will be made to the patron within ten working days of the date of the original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Library Director will make every attempt to resolve the issue.

Appeal Process

If the patron's concerns are not resolved, the patron can request that the concern be presented to the Library Board of Trustees. The Library Director will have the patron's concern placed on the agenda of the next up-coming Library Board meeting. The decision of the Library Board of Trustees is final for the library. If a resolution still is not achieved, the concerned patron may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

For further information: In accordance with Section 35.106 of the ADA's Title II Regulations, All applicants, participants, beneficiaries, and other interested persons are Advised that further information may be obtained from this local government and from the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118 (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

*Accepted by Board of Trustees
August 23, 2017*

Sarah Hull Hallock Free Library
Reasonable Accommodation Request Form

How to Request a Reasonable Accommodation

Patrons who would like to request a reasonable accommodation in order to access the Sarah Hull Hallock Free Library services, programs or activities may complete a "Reasonable Accommodation Request Form" or may call the Library Director at 845-795-2200 to request the accommodation.

For help in completing this form contact the Sarah Hull Hallock Free Library staff, at miltonlibrary@live.com, or 845-795-2200 or at PO Box 802, Milton, NY 12547

Name: _____

Address: _____

City, State and Zip: _____

Phone number: _____

Email Address: _____

What service, program or activity does this request concern?

Please list the requested reasonable accommodation: _____

Signature: _____

Date of Request: _____

Return the completed form to the staff of the Sarah Hull Hallock Free Library by email at miltonlibrary@live.com or mail it to PO Box 802 Milton, NY 12547.

Sarah Hull Hallock Free Library
Accessibility Concerns Form

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Description of the accessibility concern or action or treatment that you think was discriminatory. Includes information about who, what, when, where, how, why and the names, and phone numbers of any witnesses, if you know them. You may write this on another sheet of paper if you need more room.

Description of the accommodation or action you are seeking.

Signature _____ Date: _____

Send completed form to: Sara Hull Hallock Free Library at PO Box 802, Milton, NY 12547 or email completed form to miltonlibrary@live.com.