

Code	<i>OPS-001</i>
Policy Title	ADA Compliance Policy
Category	Operational & Facility Policies (OPS)
Cross-Reference	--
Appendix	--
Date Adopted	January 2026
Date Reviewed	--

Policy Statement

The Robert R. Jones Public Library District is committed to ensuring that all individuals—regardless of ability—have equitable access to library resources, services, programs, and facilities. This policy affirms the library’s compliance with the Americans with Disabilities Act of 1990 (ADA) and the Americans with Disabilities Amendments Act of 2008 (ADAAA), which prohibits discrimination against individuals with disabilities and ensure equal opportunity in public services.

The Robert R. Jones Public Library District will make every reasonable effort to provide full and equal access to all library facilities, programs, materials, and services. The library will not discriminate against qualified individuals with disabilities in its employment practices, services, programs, or activities.

PROCEDURE

This policy applies to all aspects of library operations, including but not limited to:

- Access to and use of library buildings, grounds, and public spaces
- Participation in library programs, services, and activities
- Communication and information access, including digital and web-based services
- Employment practices and staff training

Physical Access

1. The library shall maintain its facilities in compliance with ADA accessibility standards, ensuring that entrances, restrooms, parking areas, service desks, and other public spaces are accessible to individuals with disabilities.

2. Any construction, renovation, or alteration of library facilities shall meet or exceed current ADA design and accessibility requirements.
3. Reasonable accommodations shall be provided upon request to enable individuals with disabilities to use library services or participate in programs.
4. Library staff shall assist patrons with disabilities in accessing secured or difficult-to-operate facilities, including restrooms, to ensure equal and dignified access consistent with ADA requirements.

Program and Service Access

1. Library programs and activities shall be designed and conducted in ways that are inclusive and accessible to participants with disabilities.
2. The library will make reasonable modifications to policies, practices, and procedures to ensure equal access to programs and services, unless such modifications would fundamentally alter the nature of the service or program.
3. Auxiliary aids and services—such as sign language interpreters, assistive listening devices, or alternate formats (e.g., large print, Braille, or digital text)—shall be provided when reasonable notice is given and such accommodations do not impose an undue financial or administrative burden.

Communication Access

1. The library is committed to ensuring that communications with individuals with disabilities are as effective as communications with others.
2. Upon request, the library will provide information and materials in accessible formats or through appropriate auxiliary aids.
3. The library's website and digital resources shall be designed to meet current web accessibility standards, following the Web Content Accessibility Guidelines (WCAG) to the greatest extent possible.

Employment

The Robert R. Jones Public Library District is an equal opportunity employer and does not discriminate against qualified individuals with disabilities in recruitment, hiring, promotion, or any other employment practices. Reasonable accommodations will be provided to qualified employees or applicants with disabilities when necessary to perform essential job functions, unless doing so would cause undue hardship.

Requests for Accommodation

Individuals who require accommodations to access library facilities, programs, services, or employment opportunities should contact the Library Director or the designated ADA Coordinator. Requests should be made as far in advance as possible to allow for timely arrangements.

ADA Coordinator:

Library Director
Robert R. Jones Public Library District
900 1st Street, Coal Valley, IL 61240
Phone: 309-799-3047

Grievance Procedure

Any individual who believes they have been denied access or discriminated against on the basis of disability may file a written grievance with the Library Director within 30 days of the alleged violation. The Library Director will review and respond to the grievance within a reasonable time frame, not to exceed 30 days.

If the grievance is not resolved satisfactorily, the complainant may appeal to the Library Board of Trustees.