



## Lyons Public Library Accessibility Policy

### ADA Statement

The Lyons Public Library (Library) system affirms its support of equal access for persons with disabilities and complies with Title II of the Americans with Disabilities Act of 1990. The Library prohibits disability discrimination in its services, activities, and programs, and the Library strives to make its services, facilities and programs accessible to the public.

### Accessible Services and Facilities

The Library is committed to complying with the accessibility requirements of Title II. The Library offers a fully accessible library facility at its Satellite Library located at 449 5<sup>th</sup> Street in Lyons. Accessible library services and programs are offered through the main Library and the Satellite Library locations, through its reasonable accommodation process and homebound services.

Signage displaying accessible entrances, parking, facility and usage information is provided throughout the buildings at the Satellite Library and the main Library, as appropriate.

For any questions about the Library's accessible services and facilities, please contact the City Manager at 503-859-2167 between 9am and noon, and 1pm and 4pm, Monday through Friday.

### Disability Accommodations and Services

The Library has policies, procedures, practices, and routines that govern its operation. When those policies, procedures, practices, or routines create a barrier to persons with disabilities, the Library must make "reasonable accommodations" to allow Library patrons with disabilities to have the same access to the Library's services, programs and activities as patrons without disabilities. Accommodations will be reviewed with the Library user to find the best approach. Most accommodations can be made easily at the staff level and involve minor adjustments in procedures or providing extra assistance to a Library user. Contact the library staff for these minor adjustments or if you need extra assistance. Other accommodations may require more detailed discussions with the Library user depending on the disability.

### Requesting Disability Accommodations

To request an accommodation, alternative format of communication and/or modification of policies and procedures in order to access and benefit from a Library program, service or activity, a Library patron must submit a Reasonable Accommodation Request Form to Lyons City Hall located at 449 5<sup>th</sup> Street in Lyons.

A request for reasonable accommodation must be submitted at least five business days before the accommodation may be needed for a scheduled event. If a patron submits a request for reasonable accommodation less than five business days before the event, but the accommodation can still be made before the event begins, the staff will make good faith efforts to provide the accommodation.

For questions on a particular accommodation request, or for further information, please contact the City Manager at 503-859-2167 between 9am and noon, and 1pm and 4pm, Monday through Friday.

**Disability Discrimination Complaints**

Any person who believes that he or she, or others have experienced disability discrimination in any library program, activity, or service may file a discrimination complaint at Lyons City Hall.

Any questions or inquiries regarding the complaint process may be directed to the City Manager at 503-859-2617 between 9am and noon and 1pm and 4pm, Monday through Friday.

**Lyons Public Library**  
**REASONABLE ACCOMMODATION REQUEST FORM**

**A. Information about Requested Accommodation**

What specific disability accommodations are you requesting? For which program or service do you need the accommodation?

If you are not sure what accommodation is needed, do you have any Yes  No  suggestions about what options we can explore?

If yes, please explain.

Is your accommodation request time sensitive?

Yes  No

If yes, please explain.

**B. Reason for Accommodation Request**

Please describe the reason(s) you are requesting a disability accommodation.

Please explain how the requested accommodation will help you access the program or service.

**C. Other**

Please provide any additional information that might be useful in processing your accommodation request:

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Signature

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Date

Please return this form to: 449 5<sup>th</sup> Street, Lyons, OR 97358