

BP 5308 - Communication Accommodations

The Hammond Public Library promotes and supports disability rights, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Library supports the educational, personal and work related needs of the community and is committed to assisting the facilitation of individuals with disabilities. The Library seeks to also provide an environment conducive to sustaining the diversity of its community.

Purpose

The purpose of the Board policy is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* board and the administration are responsible for developing guidelines that ensure ethical and professional standards.

- 1) Individuals that need special accommodations related to sign language interpreter services, shall be required to:
 - a) Submit a written request to the Library administration; and
 - b) Requests must be submitted at least two (2) weeks in advance of the event, meeting or program activity.
- 2) Upon receipt of the request, the administration shall attempt to make reasonable efforts to provide interpreter services that do not:
 - a) Alter or restrict the nature of *Library* services, events, meetings or program activities; or
 - b) Result in undue administrative burdens or financial hardship
- 3) All request made for sign language interpreter services, are contingent upon the availability of the interpreter