

# Library

## ADMINISTRATIVE REGULATIONS

TAB: Administration

DOCUMENT NUMBER: 50-20-20

SECTION: Administrative Services

SUBJECT: COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE KANSAS ACT AGAINST DISCRIMINATION

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### SUMMARY

This document describes Library compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and Kansas Act Against Discrimination.

**Effective Date:**

October 4, 2017

Reviewed:

October 27, 2021

### ADHERENCE TO ACTS

a. The Johnson County Library adheres to the ADAAA of 2009 (PL 110-325) and the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq), and amendments thereto.

### INTEGRATION OF INDIVIDUALS WITH DISABILITIES INTO LIBRARY ACTIVITIES

Qualified Individuals

b. Qualified individuals are those individuals with disabilities as defined by the ADAAA.

Services, Programs, and Activities

Services, programs, and activities shall be provided in such manner that qualified individuals can participate in them and/or derive benefit from them, provided that accommodation does not result in a fundamental alteration of the service or constitute an undue burden on the Library. Service animals are allowed in all libraries.

Website

Johnson County Library strives to ensure that the website is accessible to everyone in accordance with accessibility standards and best practices. To meet this commitment, we voluntarily comply with requirements of Section 508 of the Rehabilitation Act Amendments of 1998 and WCAG 2.0 AA Accessibility Guidelines proposed by World Wide Web Consortium (W3C). If

online information is not accessible in a format required by individuals with disabilities, the Library will convert this information upon request or otherwise seek to provide an alternative format or assistance.

Section 5-8 requires that individuals with disabilities, who are members of the public seeking information or services from us, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on us.

Integration into Activities

The services, programs, and activities of the Library shall be provided in a manner that permits maximum integration and independent function for qualified individuals.

## EMPLOYMENT

c. The Library follows the Human Resources policies and procedures of the Johnson County Human Resources Department. In doing so, the Library does not discriminate against qualified individuals in hiring, promotion, retention, compensation, job training, or other employment practices.

Vacancies

In accordance with County policy job vacancy notices shall provide information on the essential tasks and physical requirements of the position, and posting shall be available in alternative formats upon request.

Disputes

Individuals with employment-related disputes may make use of the County Human Resources Dispute Resolution Procedure.

## COMMUNICATION

d. Information disseminated about Library services, programs, and activities shall be made available in alternative formats upon request. The Library shall publish information concerning adaptations and services available to individuals with disabilities. In planning for and implementing provisions of the acts, the Library shall consult with interested individuals, organizations, and individuals with disabilities.

## STAFF DEVELOPMENT

e. The Library shall provide staff development activities to all employees to keep them informed of Library efforts to serve individuals with disabilities and about staff roles in providing Library services. Activities shall include developing interpersonal communication skills with individuals with disabilities and making staff sensitive to the needs of individuals with disabilities.

ADAAA  
COMPLIANCE  
OFFICER

f. The County Librarian shall appoint an ADAAA Compliance Officer. Information about how to contact the ADAAA Compliance Officer shall be easily available to the staff and the public.

Duties

The ADAAA Compliance Officer shall be responsible for coordinating compliance efforts, monitoring services to individuals with disabilities, maintaining expertise in the acquisition and use of auxiliary aids, receiving questions and complaints concerning compliance with the acts, and communicating with the staff and public concerning the acts.

GRIEVANCES

g. Individuals with discrimination complaints under the acts may present grievances for resolution to the staff member in charge at any public service location or to the ADAAA Compliance Officer. Complaints may be made in person, by telephone, by TDD, by mail, or in any format in which the aggrieved can communicate.

Investigation

The ADAAA Compliance Officer shall promptly investigate all complaints and communicate a suggested resolution to the aggrieved.

Appeal

Should the ADAAA Compliance Officer and the aggrieved be unable to resolve the complaint, the aggrieved may bring the complaint before the Library Board of Directors for resolution.

Notice

Rights of individuals to complain under the acts and procedures for doing so shall be made available in all public service locations in alternative formats upon request.

October 27, 2021

ARM 50-20-20 End