

BOARD OF TRUSTEES  
POLICY AND PROCEDURE



PHOEBE APPERSON HEARST LIBRARY  
LEAD, SOUTH DAKOTA

## Services for People with Disabilities Policy

### PURPOSE

The Hearst Library is committed to providing equitable access to information to all members of the community. In compliance with the Americans with Disabilities Act (ADA), library staff will make good faith efforts to accommodate reasonable requests for assistance in obtaining, accessing, and making use of library resources, materials, and services.

### SOURCE

Hearst Library Board of Trustees and Library Director

### Workstation Accessibility

The library provides wheelchair accessibility to the circulation desk and public computer workstations

### Electronic journals, books, and databases

The Hearst Library subscribes to downloadable audio and print ebooks as well as a number of electronic database resources all provided through the SD State Library. Users requiring assistance accessing these materials should contact the library staff for assistance.

### Braille and Talking Book Program

The Hearst library assists eligible patrons in accessing the Braille and Talking Book Program, a free service providing access to materials in a format acceptable to patrons who cannot read standard print caused by a visual impairment, a physical disability or learning disability. The alternative formats include adult and children's braille book titles, digital cartridge player and audio books (available for checkout at the library), downloading of digital books, descriptive videos and magazines in either Braille or recorded format.

**Print Materials Assistance** Library staff members are readily available to retrieve materials for patrons who need assistance. Patrons who require assistance retrieving materials from the library stacks are encouraged to access the online catalog or ask at the circulation desk to determine if desired materials are currently available for circulation. Library staff will make every effort to immediately retrieve the needed material.

### General Assistance

General assistance is available in person, over the phone, and via electronic mail during designated service hours. Links to service hours, phone numbers, and Web-based services are available at [leadlib.com](http://leadlib.com)

*Signature of Library Board of Trustees President*

*Signature of Library Director*

*This policy is effective upon approval of the Hearst Library Board of Trustees Revision  
Date August 3, 2017*