

## Kellogg Free Library

5681 Telephone Rd.  
Cincinnatus, NY 13040  
607-863-4300

**Policy Category:** Public Space

**Policy Title:** Accessibility/ADA Statement

**Need for Policy:** In compliance with the American Library Association's ADA policy, Kellogg Free Library strives to provide to all library patrons the best possible access to all library resources and services.

**Policy:** The library will make reasonable accommodations in policies, practices, or procedures when necessary to avoid discrimination on the basis of disability. Accommodations which fundamentally alter the nature of the service or facility, or would result in an undue burden (i.e., significant difficulty or expense) are not considered to be reasonable.

For library patrons with disabilities, the library provides the following:

### Access

- **Parking:** There are handicapped parking spots located in the parking lot behind the library.
- **Entrances:** The outside elevator lift is ground-level and wheelchair accessible.
- **Interior:**
  - An elevator lift provides access between the main floor and the ground level (Youth Services, restrooms).
  - Shelving units are spaced within ADA compliance.
  - Wheelchair-accessible check in/out stations, library catalogs, tables, and computer stations.
  - Restrooms are available on the lower (Youth Services) level.
- **Assistive Technology**
  - Microsoft Windows package is installed on all library computers. The program comes with accessibility attributes, which can be found in the Microsoft Ease of Access Center. The program includes the following: Magnifier (enlarges parts of the screen), Narrator (reads on screen text), On-Screen Keyboard (can type with the mouse), and High Contrast (increases contrast to reduce eye strain).
  - The New York State Talking Book and Braille Library (TBBL) lends Braille and recorded books and magazines, and the necessary equipment, to residents of the 55 upstate counties of New York State who are unable to read standard printed materials because of a physical disability.
- **Resources**
  - Library materials: Library staff are available to retrieve books and other print materials.
  - Printers and photocopiers: Library staff are available to assist in photocopying and scanning print material. Staff will also provide one-on-one instruction in the use of electronic and print resources.
  - Research help: Library staff can help with any research question.

Individuals with questions regarding accessibility and requests for reasonable accommodations are encouraged to contact the Library Director at 607-863-4300. Complaints can be made in writing and addressed to the Library Director, [director@kelloggfreelibrary.org](mailto:director@kelloggfreelibrary.org).

*Approved: 2/4/2025 by Kellogg Free Library Board of Trustees*