

	POLICY: <b>Accessibility: Meeting the Requirements of Ontario’s Integrated Accessibility Standards Regulation (191/11)</b>		POLICY <b>OP – 09</b>
	CATEGORY: <b>Operational</b>	LAST REVIEW/ REVISION DATE:	SCHEDULED REVIEW DATE:

The purpose of this policy is to ensure the Library is compliant with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA 2005 S.O. c. 11)*, specifically, the *Integrated Accessibility Standards Regulation (IASR 191/11)*.

The King Township Public Library (KTPL) Board is committed to providing equal access to Library resources and services for all members of the community. The Board shall endeavour to arrange for the provision of accessible materials and services, where they exist.

**Section 1: Statement of Organizational Commitment**

1. KTPL establishes practices and procedures that respect the dignity and independence of persons with disabilities.

**Section 2: Responsibilities**

1. The KTPL Board ensures that the Library complies with the spirit, principles and intent of the *AODA*, and by extension, the *IASR 191/11*.
2. The Board designates the Chief Executive Officer (CEO) as the individual accountable for the organization’s compliance with the legislation.

**Section 3: The Accessibility Plan**

1. For the purposes of the Accessibility Plan, the Library will work with the municipality (Township of King) to establish, implement, maintain and document a multi-year accessibility plan which will outline the Library’s strategy to prevent and remove barriers.
2. The Plan, already in place, will be reviewed and updated at least once every five years.



3. The Plan will be posted on the Library's website and be provided in accessible format upon request.

#### **Section 4: Policies and Procedures**

1. The Library's policies will incorporate practices which support accessibility. In accordance *IASR 191/11* of the *AODA*, accessibility will be addressed in four main areas:
  - a) the purchasing/procurement policy will include accessibility criteria for procuring or acquiring goods, services or facilities;
  - b) the Internet services policy will include accessibility provisions with respect to the Library's website;
  - c) the human resources policy will address training on *AODA* regulations and the Ontario Human Rights Code, accommodation for applicants, support for employees, accommodation plans, and career development and advancement;
  - d) the collection development policy will address the availability of materials in accessible formats.
2. In accordance with the *Accessibility Standards for Customer Service Ontario Regulation 429/07* of the *AODA*, the Library maintains a policy on accessible customer service.

#### **Section 5: Communication**

1. The Library shall make its communications available, upon request, in accessible formats for persons with disabilities and make the public aware of the availability of communication support. In this context, the types of communications include:
  - a) policies;
  - b) accessibility plans;
  - c) emergency procedures, plan and public safety information prepared for the public;
  - d) forms, surveys and other tools used to gather feedback;
  - e) information on collections/materials in accessible format, and
  - f) employment standards.
2. Accessible formats of the Library's communications shall be made available:
  - a) in a timely manner;
  - b) at a cost that is no more than the regular cost charged to others for the communications, and
  - c) in consultation with the person making the request.



**Related Documents:**

***Administrative Policy 015 – Customer Service Policy on accessibility***

***Accessibility for Ontarians with Disabilities Act 2005. S.O. c.11***

***Accessibility Standards for Customer Service, Ontario Regulation 429/07***

***Integrated Accessibility Standards, Ontario Regulation 191/11***

<b>ORIGINAL DATE ADOPTED:</b>	February 19, 2013	<b>ORIGINAL MOTION NUMBER:</b>	2013-2-07
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<b>DATE(S) AMENDED:</b>		<b>MOTION NUMBER(S):</b>	
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