



NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Policy # 3009

Effective Date: 1/7/2026

I. POLICY STATEMENT.

The purpose of this **Notice Under the Americans with Disabilities Act (ADA) Policy** is to inform anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Sonoma County Library, that they should contact the Library's ADA Coordinator or their designee as follows as soon as possible.

II. DEFINITIONS.

The following definitions shall apply to this Policy, unless the use and context clearly indicates otherwise.

- A. "Director" means the Director to the Sonoma County Public Library, or designee.
- B. "Policy" means this Notice Under the Americans with Disabilities Act (ADA) Policy approved by the Library Commission, and as may be amended from time to time.
- C. "Service Animal" has the same meaning as "Service Animal" in Policy #3014-Service Animals. Service Animal does not include emotional support, comfort, well-being, or companion animals.

III. POLICY.

A. Policy Standards.

i) ADA Complaints: Complaints that a program, service, and/or activity of the Sonoma County Library is not accessible to persons with disabilities should also be directed to the ADA Coordinator using the contact information set forth in the Administrative Procedures below.

ii) Effective Communication: The Sonoma County Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Sonoma County Library's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, vision, or other impairments.

iii) Employment: The Sonoma County Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

iv) Modifications to Policies and Procedures: The Sonoma County Library will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and/or activities. For example, subject to some limitations, individuals with Service Animals are welcomed in Sonoma County Library offices, even where pets are generally prohibited. See Policy #3014-Service Animals.

v) No Surcharge for ADA services: The Sonoma County Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

vi) No changes to Library services: Please note that the ADA does not require the Sonoma County Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

B. Administrative Procedures.

The Library has designated the following individual as the ADA Coordinator:

Suzanne Silva
Human Resources Director/ ADA Coordinator
Sonoma County Library

6135 State Farm Drive
Rohnert Park, CA 94928
707-545-0831
ssilva@sonomalibrary.org

Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability.

- C. Library Director Authority. The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

IV. APPLICABLE LAW AND REGULATIONS.

- A. The Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101, *et seq.*)

V. REVISION HISTORY.

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