

# **TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL**

**Category:** Library Operations

**Policy Number:** LIB-03-012

**Title:** Provision of Materials to Persons Unable to Use Conventional Print

Persons unable to use conventional print, may include someone who is impaired, a person with cognitive disabilities who is unable to focus on a conventional print book, or a person unable to hold and manipulate a conventional print book due to limited motor skills (e.g. an arthritic person), or someone otherwise disabled. Print disabled patrons are found in every community and are entitled to access library services.

1. Print-disabled patrons include any patron who has a perceptual disability, defined in the Copyright Act as "a disability that prevents or inhibits a person from reading or hearing a literary, musical, dramatic or artistic work in its original format, and includes such a disability resulting from:
  - a. severe or total impairment of sight or hearing or the inability to focus or move one's eyes,
  - b. the inability to hold or manipulate a book, or
  - c. an impairment relating to comprehension."
2. The Vegreville Centennial Library makes every effort possible to provide for people who may require adaptive technology when making decisions about acquisitions or services whether current, newly purchased, or acquired from other libraries via inter-library loan.
3. The Library will cooperate with other community agencies to provide this material when possible.
4. Services for print-disabled patrons should be incorporated into library planning, including the Plan of Service. Every patron who is print-disabled has unique needs, and a broad range of print disabilities may be found in all communities. The Board should, as much as practicable, plan its services to meet the needs of a broad range of print disabilities.
5. Services to print-disabled patrons should be treated as essential core services during the budgeting process and adequate funds allocated to these services.
6. The Board should endeavour to provide materials in a form appropriate to the patron, from whatever source is available. Forms may include:
  - Adaptive computer software
  - Talking books (e.g. books on CD, DAISY books)
  - Titles at a variety of reading levels for a variety of audiences (e.g. high/low titles)
  - Large print titles
  - Other adaptive technology.
7. All library staff members should be trained on how to provide services to print-disabled patrons. While one or two staff may take the lead in providing these services, they should not be the only ones who know how to provide them.

## TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

### **Continuation of Policy Number: LIB-03-012**

Title: Provision of Materials to Persons Unable to Use Conventional Print

8. Library staff should incorporate the needs of print-disabled patrons when planning library programs. Staff should take whatever steps reasonably possible to ensure print-disabled patrons are able to participate in all library programs and should regularly evaluate its programs to ensure they are being delivered effectively to those with print disabilities.
9. The Board should ensure that the library building is accessible to people with print disabilities, by consulting with agencies familiar with their needs, as well as building codes and design standards (e.g. Barrier-free design). The Board should budget for appropriate building renovations and upgrades when necessary, but may also consider smaller changes such as accessible desks and clear, glare-free, easy-to-read signage or tactile signage.
10. The Board should promote library services to persons with print disabilities through local media and partner organisations. Services can be promoted in standard and alternative formats, depending on the needs of the audience.

Date Approved: May 19, 2021

Board Chair Signature: \_\_\_\_\_



Date to be Reviewed: May 2024