

POLICY 2.3.1

BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL TOWNSHIP OF RUSSELL PUBLIC LIBRARY



Type of policy : Operational policy
Title of policy : **Integrated Accessibility Standards
Regulation Policy**
Policy number : 2.3.1
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STATEMENT OF PURPOSE

The Accessibility for Ontarians with Disabilities Act (AODA) 2005 imposes a legal duty on organizations to meet the requirements of accessibility standards by regulation. The Board has adopted in 2009 a Customer Services Policy for the Accessibility of Users with Disabilities (Policy 2.3).

As for the purposes of the Integrated Accessibility Standards Regulation (IASR), public libraries are considered to be part of the municipality they operate within, the Board will partner with the Municipality of the Township of Russell in regards to accessibility regulations in the areas of Employment, Information & Communications and Transportation. In addition, the Board may adopt other regulations that pertain more specifically to the Library in order to meet the obligations set out in the Act and accompanying regulations.

SCOPE

This policy addresses accessibility policies and standards specific to information and communications, employment and transportation. This policy applies to all paid employees and to other third parties who act on behalf of the Library. The policy outlines the establishment, implementation, maintenance and documentation of a multi-year accessibility plan, the incorporation of accessibility criteria and features when procuring or acquiring goods, services, or facilities, training, and other specific requirements of the provincial standards.

REGULATIONS

Section 1

Policy Statement and Organizational Commitment

The Library is committed and guided by the four core principles of equal opportunity, integration, full inclusion and support of the needs of persons with disabilities. The Board shall use every effort to ensure the Library meets the needs of the disabled, in a timely manner, when practicable, through the implementation of this policy.

Section 2

Responsibilities

1. For the purposes of AODA, the library provides services on behalf of the municipality, and therefore is considered, along with the municipality, to be a “large designated public sector organization with more than 50 employees” as defined within the Integrated Accessibility Standards Regulation (IASR). The Library complies with the obligations for this sector as set out in the AODA regulations.
2. The Board designates the Chief Executive Officer (CEO) as the individual accountable for the organization’s compliance with legislation.
3. The CEO will ensure that policies and procedures comply with the AODA and any regulations made under the AODA.

Section 3

The Accessibility Plan

1. The Library will work with the municipality 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 process of developing the accessibility plan will be done in consultation with persons with disabilities.
3. The plan will be reviewed and updated at least once every five years or as required by legislation.
4. 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 with the Integrated Accessibility Standard Ontario Regulation 191/11 of the AODA, accessibility will be addressed in five main areas.
 - a. The Purchasing 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 Hiring Policy will address accommodation for job applicants.
 - d. The Human Resources Program will address support, accommodation plans, and career development and advancement for disabled employees.
 - e. The Collection Development Policy will address the availability of materials in accessible formats.
 - e. Training will be provided to all employees, volunteers and board members on the requirements of the accessibility standards and the Human Rights Code. If there is a change in policy, new training will be provided. The Library will keep a record of the training provided.
2. In accordance with the Accessibility Standards for Customer Service Ontario Regulation 429/07 of 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.

REFERENCES

AODA : Customer Services Policy (Policy 2.3)

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

Integrated Accessibility Standards, Ontario Regulations 191/11 and 165/16.