

Voluntary Resolution Agreement
Richmond Memorial Library
U.S. Department of Education, Office for Civil Rights
Complaint 01-16-4010

To resolve an allegation related to Complaint No. 01-16-4010 filed with the U.S. Department of Education, Office for Civil Rights (OCR) alleging disability discrimination under Title II of the American with Disabilities Act of 1990 (Title II) and its implementing regulation found at 28 C.F.R. Part 35, Richmond Memorial Library (Library) agrees to implement the terms below. Nothing herein shall be deemed to be an admission or acknowledgment by the Library that it has violated Title II or any other laws that OCR enforces.

- I.** The Library will adopt and implement a relocation policy to allow interested persons to request accommodations to the Library's programs, services, and/or activities based on disability. The policy will:
- a. Describe the current level of accessibility of the second floor meeting room for persons with disabilities;
 - b. Describe the Library's practice of relocating meeting room events, when necessary, to make programs and activities accessible to persons with disabilities; the description should specify the methods – e.g., relocation of activity to accessible location within the Library, relocation to another facility, use of specialized equipment, or other method – the Library will utilize to ensure program access for persons with disabilities.
 - c. Provide a procedure by which individuals with disabilities may request accommodations for any Library program, activity, or service.
 - d. Require that all publications related to events at the Library, including flyers and other advertisements, describe the accessibility limitations of the Library facility and the event, and provide specific notice as to how an individual can request accommodations to access the event.

By **September 16, 2016**, the Library will provide to OCR the draft policy. Following OCR's review of the policy, the Library will post the final policy on its website and include it in any other general publications concerning Library programs, activities, and events.

Six months from OCR's review, the Library will submit to OCR copies of all publications concerning Library programs, activities, and events held in the second floor meeting room.

One year from OCR's review, the Library will, submit to OCR copies of all publications concerning Library programs, activities, and events held in the second floor meeting room.

- II.** By **August 31, 2016**, the Library will revise the event registration page of its website to request rather than require two weeks' notice for accommodation requests.

The Library understands that OCR will not close the monitoring of this agreement until OCR determines that it has fulfilled the terms of this agreement and is in compliance with the regulations implementing Title II, which were at issue in this case. The Library understands that by signing this agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of this agreement.

Further, the Library understands that during the monitoring of this agreement, if necessary, OCR may visit the Library, conduct interviews, and request such additional reports or data as are necessary for OCR to determine whether the Library has fulfilled the terms of this agreement and is in compliance with the regulations implementing Title II, which were at issue in this case.

The Library also understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this agreement, OCR shall give the Library written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

Executed this 8th day of August, 2016.

/s/ _____

Nancy Wood, Library Director