

**BAY COUNTY LIBRARY SYSTEM
AMERICANS WITH DISABILITIES ACT (ADA)
PUBLIC DOCUMENT POLICY**

The Bay County Library System will handle requests for conversion of public documents, including vital records, minutes and agendas for public meetings, reports, correspondence, forms, and other items from a printed format for vision impaired persons on a case-by-case basis. The option that both meets the needs of the party making the request and is most reasonable for the Bay County Library System will be utilized. Whenever possible, the request should be made at least ten days in advance of the date when the document(s) are needed. One of the following options will be used:

1. Provide the document(s) in a large print format.
2. Provide the document(s) in a large font size on a computer screen.
3. Record the document(s) on audio tape.
4. Provide an employee to read the document(s) aloud.
5. Provide the document(s) in Braille.

The Bay County Library System will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired, upon ten days notice to the Bay County Library System.

The Bay County Library System will periodically review document handling technology in light of new developments which may assist disabled persons in accessing information.

Individuals with disabilities requiring aids or services should contact the Bay County Library System by writing or calling:

Scott McLellan, ADA Coordinator
Alice & Jack Wirt Public Library
500 Center Avenue
Bay City, MI 48708
(989) 894-2837 ext. 2220

01/20/10 board approved