

PERTH EAST PUBLIC LIBRARY

POLICY TYPE: OPERATIONAL

POLICY NUMBER: OP-05

POLICY TITLE: ACCESSIBLE CUSTOMER SERVICE POLICY

APPROVAL DATE: JULY 14, 2009

DATE OF LAST REVIEW: DATE OF NEXT REVIEW:

Statement of Purpose

The Perth East Public Library is committed to the independence and integration of persons with disabilities and all who live, learn, work, play and invest in our community.

1. Customer Service

The Library will make every reasonable effort to ensure that services and programs are accessible by:

- 1.1 encouraging the use of personal assistive devices to access our services and programs
- 1.2 encouraging the inclusion and access of support persons accompanying people with disabilities
- 1.3 waiving fees for support persons assisting clients and when fees are required providing advance notification
- 1.4 permitting service animals to assist clients and provide alternative accommodation when an animal is disallowed under the law

2. Customer Service

The Library will make every effort to communicate with clients in a manner that enables the use of services and programs by providing:

- 2.1 Reasonable notifications of all interruptions that especially relate to the provision of services and program for people with disabilities
- 2.2 The Accessible Customer Service Policy and, upon request, making it available in alternative formats
- 2.3 Feedback, response and tasking process that enables increased integration of users and accessibility of goods and services
- 2.4 Information on the provision of customer service for people with disabilities and accessible services and programs

3. Customer Service

The Library provides training on how to provide customer service to people with disabilities, to:

- 3.1 Those who participate in developing policies and procedures on the provision of service to the public
- 3.2 every person who deals with the public on behalf of the library.