

**GAIL BORDEN LIBRARY DISTRICT**  
**SERVICE ANIMAL COMPLIANCE**  
**ORDINANCE NO. 2017-12-1**

**WHEREAS**, the Gail Borden Library District (“Library District”) is committed to ensuring that its activities, programs, services, information, and facilities are equally accessible to staff and members of the community with disabilities in accordance with the Americans With Disabilities Act (“ADA”) and other applicable disability-related federal or state laws and regulations; and

**WHEREAS**, in furtherance of its commitment to accessibility for individuals with disabilities while ensuring compliance with federal and state regulations, the Library District has determined that it is in its best interest to create a policy to better explain a Service Animal Policy available to provide valuable guidance for staff and members of the community with disabilities (Attachment A); and

**WHEREAS**, the Library District recommends that the Board of Trustees adopt Service Animals Policy (Attachment A) in furtherance of its commitment to ensure that its activities, programs, services, information, and facilities are equally accessible to staff and members of the community with disabilities in accordance with the ADA and other applicable disability-related federal or state laws and regulations.

**THEREFORE BE IT ORDAINED** by the Board of Trustees of the Gail Borden Library District that:

It shall adopt the Service Animals Policy (Attachment A) to ensure that activities, programs, services, information, and facilities are equally accessible to staff and members of the community with disabilities in accordance with the ADA and other applicable disability-related federal or state laws and regulations.

PASSED by roll call vote this 12th day of December, 2017.

**ROLL CALL VOTE:**

AYE: 6

NAY: 0

ABSENT: 1

APPROVED this 12 day of , December, 2017

/s/ Jean Bednar  
President, Board of Trustees of the  
Gail Borden Library District

ATTESTED and RECORDED this  
12 day of , December , 2017  
and published in pamphlet form.

## **\*\*\* ATTACHMENT A \*\*\***

### **Gail Borden Public Library District Service Animal Policy**

#### **A. Policy**

The Gail Borden Public Library District ("the Library") welcomes Service Animals, and Service Animals are permitted in any area of the Library where members of the public are permitted to go. In order to comply with the Americans with Disabilities Act ("ADA") and Illinois law (775 ILCS 30 and Public Act 097-0956), it is the policy of the Library that Service Animals assisting individuals with disabilities are permitted in all facilities, programs, and activities where employees, or members of the community are normally allowed access, except where the presence or behavior of the animal may compromise the health or safety of the animal or others, or fundamentally alters the nature of the program or activity. Trainers are also permitted to accompany Service Animals in training in the Library.

#### **B. Guidelines**

##### **1. Service Animals Defined**

Service Animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities, including but not limited to physical, sensory, psychiatric, intellectual, or other mental disabilities. The work or task that the dog has been trained to provide must be directly related to the person's disability. Examples of such work or tasks include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder during an anxiety attack or performing other duties.

##### **2. Individual Responsibilities**

Handlers, or individuals who use Service Animals, are responsible for the following, which include but are not limited to:

- Keeping the animal under control through voice, signal, or other effective controls
- Cleaning up after the animal, and
- The humane care and treatment of the animal, including but not limited to providing:
- Sufficient quantity of food and water;
- Adequate shelter and protection from the weather; and

- Veterinary care to ensure health and prevent suffering. Illinois Law requires that dogs, including service dogs, be vaccinated against rabies and registered in the county in which the dog resides.

### **3. The Library's Responsibilities**

The Library has a responsibility to maintain compliance with state and federal law regarding access for individuals with disabilities by allowing the Service Animal to accompany the individual with a disability for whom it performs tasks. In general, the Library will not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal. The Library may ask: (1) If the animal is required because of a disability; and (2) What work or task the animal has been trained to perform. Although some service animals may wear special collars, harnesses, vests or capes and some are licensed and certified and have identification papers, special identification and certification are not required by the ADA.

### **4. Removal of a Service Animal**

The Library reserves the right to ask that a Service Animal be removed if the animal's presence or behavior poses a direct threat to the health or safety of the animal or others. A Service Animal may be removed from the premises only if (1) the animal is out of control and the handler does not take effective action to control it, or (2) the animal is not housebroken. Service Animals must be harnessed, leashed, or tethered, unless such devices interfere with the animal's work or the individual's disability prevents using such devices, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). When there is a legitimate reason to remove a Service Animal, Library staff will work with the person with the disability to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises. The Library will make these determinations on a case-by-case basis. Library staff is not required to provide care, food or a special location for the animal.

### **5. Conflicting Disabilities**

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. The Library will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. The Library will make these determinations on a case-by-case basis.

#### **C. Inquiries**

For more information about Service Animals, the ADA, or requests for reasonable accommodations, please contact Sara Sabo, ADA Coordinator at [ssabo@gailborden.info](mailto:ssabo@gailborden.info), 847-429-5984