



# PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

## Library Programs and Public Relations

### 03.07.01.G4 Program Accessibility Guidelines

PCCLD actively seeks to include a variety of programming options that represent a wide range of genres, formats, ideas, and expressions with a multitude of viewpoints and perspectives that reflect the diversity in our community and world. Programs are offered free of charge to all patrons regardless of age, race, ability, religion, familial beliefs, sexual orientation, gender identity, or political affiliation. PCCLD's philosophy of open access to information and ideas extends to library programming and PCCLD does not discriminate through its programming. Programs will be available on a first-come, first-served basis. The library reserves the right to limit the number of attendees permitted and may deny attendance to anyone who is disruptive to audience members, the program facilitator, or library staff, as well as anyone in violation of the Library's ~~RulesCode~~ of Conduct. If a registrant is unable to attend an event that requires registration, PCCLD ~~requests~~ asks that the patron cancels their reservation so someone on the waitlist can join the event. Staff reserves the right to move a registrant to the waitlist if they are found to be consistently absent from programs for which they registered without notice of cancellation.

### Fees

The library strives to provide the vast majority of its programming free of charge. However, in some instances a nominal fee may be charged:

- 1) To recover the cost of a presenter, materials, or supplies when it would otherwise not be feasible to offer the program.



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- 2) To cover the cost of an educational program which provides an official certification or endorsement.
- 3) As an entrance fee for certain events held such as a fundraiser to benefit the Library, sponsored by the Friends of the Library or Library Foundation.

### Age Restrictions

Some programs may be developed for a particular audience or age group such as children, or teens, or aging adults. The library reserves the right to set age recommendations for programs. In determining appropriate age recommendations, staff will consider suitability of program materials, format, presenters, relevancy and suitability of topic, and programming methods for the intended audience. Programs designed for specific audiences will be publicized accordingly.

### ADA and Assistive Services

Programs will be developed with consideration for the principles of accessibility, equity, and inclusivity. Library programs will comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate. Any individuals who plan to attend any functions at the library and who require reasonable accommodations may submit a request with a minimum of five days advance notice [through the library's website](http://www.pueblolibrary.org) or or by contacting the Manager of the Rawlings Library and Customer Experience at (719) 562-5648 or via email: [accessibility@pueblolibrary.org](mailto:accessibility@pueblolibrary.org).

### Equity, Diversity, and Inclusion

PGCLD actively seeks to include a variety of programming options that representing a wide range diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community and world.

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