

[LIBRARY LETTERHEAD]

GUIDELINES FOR ANIMALS IN THE LIBRARY

- Pets are not allowed in the library.
- While the library occasionally presents educational programs that feature animals, members of the public may only enter the library with an animal if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA).
- Under the ADA, a service animal is an animal that has been individually trained to do work or perform tasks for an individual with a disability. The animal must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.
- Companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA.
- If it is not obvious that an animal brought into the library is a service animal, a staff member may ask the following questions:
 - Is the service animal required because of a disability?
 - What specific work or task has the animal been trained to perform?A staff member attempting to ascertain whether a dog is a service animal will never ask about the nature of a person's disability.
- Service animals must be under the immediate control of their handlers at all times.
- Service animals which are not housebroken, make excessive noise, are uncontrolled, or are otherwise disruptive will be required to leave the premises.
- Animals may never be left unattended on library grounds.
- Service animals are not allowed on library furniture or fixtures and must remain on the floor or be carried (as appropriate) by their handlers at all times.
- Misrepresenting an animal as a service animal may result in suspension of library privileges.

Questions or concerns regarding the [LIBRARY NAME] or these guidelines should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020