



The Seattle Public Library

ADA Circulation Qualification Program

The Seattle Public Library established the ADA Circulation Qualification Program to serve patrons who have disabilities that are expected to last at least six months.

Applicants must have a temporary or permanent condition that makes it difficult or impossible to return Library materials within the usual three-week checkout period.

The program offers the following accommodations:

- **No late charges for overdue items**
- **Initial 4-week loan for most items**
- **Initial DVD loan period of 2 weeks**
- **Renewals on 4-week items are 4 weeks; renewals on DVDs are 2 weeks**
- **Maximum check-out limit of 15 items on loan at one time**
- **Maximum hold limit of 15 items at one time**
- **Exemption from the Library materials recovery program**

Digital Materials

Due dates for digital materials are preset by the vendors who provide downloadable services. The Library does not have the ability to extend Overdrive/NetLibrary/or Safari. Due dates are assigned at the time of downloading and electronic checkout. These items are automatically returned after the 21-day loan period.

ADA Circulation Qualified Borrower Responsibilities

The Library provides this service to disabled patrons only and not to other members of the household, family members or friends. While under the ADA Circulation Qualification program:

- The patron is still responsible and charged for damage to materials and for replacement of lost items
- The patron account will be blocked when fines on the card reach \$15.
- The patron agrees to notify the Library if the need for the accommodation ends. At that time, the account would revert to a standard account.
- To qualify for this service, applicants must already have a Library card and meet the regular registration requirements of The Seattle Public Library.
- To request ADA Circulation Qualified Borrower Accommodation, please complete the form below and return to:

Cleo Brooks, ADA Coordinator
The Seattle Public Library
1000 Fourth Ave.
Seattle, WA 98104



The Seattle Public Library

ADA Circulation Qualification Request

(Please complete the following information)

Today's Date: _____

Applicant Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email (Optional): _____

Briefly Describe Your Accommodation Need:

Accommodation needed through (Date) _____ or Indefinitely _____

Please return this form to:

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The Library will contact the patron by mail within 14 days after receiving the form regarding the requested accommodation.

If you have additional questions, please contact, Cleo Brooks, ADA Coordinator, cleo.brooks@spl.org or (206) 615-1380.