

LANSING PUBLIC LIBRARY

REQUEST FOR REASONABLE ACCOMMODATION

To request a reasonable accommodation, complete the *Request for Reasonable Accommodation Form* and return it to the Library Director. You may be required to provide additional information for the Library to properly evaluate your reasonable accommodation request(s).

Generally, five (5) business days advance notice is required to review the requests. However, a response to an immediate need for accommodation will be considered to the fullest extent.

APPLICATION FOR REASONABLE ACCOMMODATION

Please complete this form and return it to the Library Director. The Library Director can be reached at 708-474-2447 or via email, lisak@lansingpl.org. If you require assistance completing this form, please contact the Library.

DATE: _____

NAME: _____ CONTACT INFO: _____

ADDRESS: _____

Type of proceeding/activity for which the accommodation is necessary (list all that apply):

Please describe the impairment that necessitates the accommodation (s) (specify):

Please describe the accommodation(s) you are requesting and how it would be would be effective:

List all dates/times the accommodation(s) are needed:

PRINT NAME: _____

SIGNATURE: _____

SIGNATURE OF (CHECK ONE)

- Individual Needing Accommodation(s)
- Authorized Representative

Staff member name: _____

Date of Acceptance: _____