

KSU Library System Accessibility Policy

The Kennesaw State University Library System is committed to providing equal access to library collections, services, and facilities for all library users. It is a priority for the Library System to select and acquire, whenever possible, resources and technologies that are accessible to all and compliant with the Americans with Disabilities Act. We are committed to providing reasonable accommodations and timely access for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. We strive to regularly assess our resources and services to ensure accessibility to all users.

Library Website

The Library System's website and all online content is designed to comply with the [KSU Academic Web Accessibility Policy](#) and the [UITS web accessibility policy](#).

Library Buildings

We are committed to providing accessible spaces in all public library buildings. Assistance in navigating the library buildings and spaces may be asked for at the service desks in either building. Staff are prepared to answer general questions about the libraries and may be available to provide physical navigation assistance on request.

Library Events

Events and programming hosted by the Library System, whenever possible, are designed to be accessible to all communities. Participants requiring accommodations during Library System events and programming should request the accommodations prior to the scheduled event by contacting the library staff.

Materials Retrieval

In the event you are physically unable to access a book, any library faculty or staff member will assist with the retrieval of books and with the use of electronic and other bibliographic resources. The time needed for retrieval will vary depending on staff availability. Requests should be made in person at the service desks or by calling the library directly. Requests made online to pick up materials at the same campus are automatically cancelled.

Suggest Materials

Any member of the KSU community has the opportunity to contribute suggestions on additions and improvements to library resources.

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- Requesting Resources:
 - You are welcome to request resources be added to the library collection via a purchase request. Please complete [the online form](#) or contact the library for help.
- Participating in Database Trials:
 - A way you can help the Library System develop their collection of accessible content is to participate in Database Trials. Database Trials occur twice a year and are a way for faculty, staff, and students to provide feedback on potential database additions to the library collection. Database Trials are advertised on the library webpage and library signage. All are encouraged to interact with the databases and complete surveys based on their usefulness and desirability.

Research Help

The KSU Library System provides research support services at both the Kennesaw and Marietta campuses. All modes of research support are designed to be accessible to users of various abilities. Currently available options are described in detail on the [Research Help page](#).

Research Consultations (scheduled meetings with a designated librarian) must be requested in advance. While placing the request you will be asked to indicate any specific accommodations needed during your research consultation.

Library Instruction

Library instruction is made available to all professors and is designed to be accessible to all students. When requesting instruction, professors have the opportunity to share any accommodations needed for their students. Students requiring specific accommodation are encouraged to work with [Student Disability Services](#) to ensure their professors are aware of accommodation needs.

If a student is unable to access some of the information shared through library instruction, they are encouraged to make a Research Consultation.

Contact Information

If you have suggestions or questions about our ADA policy and accessibility services at the library, please [contact us](#).

[Please fill out this form to report any accessibility related complaints or suggestions.](#)

To speak to someone at the library, please call:

- Kennesaw Campus Sturgis Library: 470-578-6202
- Marietta Campus Johnson Library: 470-578-7276

Student Disability Services

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the [Office for Student Disability Services](#) and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required.

Special services are based on

- Medical and/or psychological certification of disability
- Eligibility for services by outside agencies, and
- Ability to complete tasks required in courses