



# Albany Public Library

www.albanypubliclibrary.org

## **NONDISCRIMINATION POLICY**

### **PURPOSE:**

The Albany Public Library maintains an environment that is free from discrimination and harassment. The Library does not discriminate on any basis prohibited by law or the terms of this policy, including, but not limited to: race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, pregnancy-related condition, predisposing genetic characteristics, prior arrest or conviction record, familial status or, retaliation for opposing unlawful discriminatory practices of any individual.

### **POLICY:**

This policy shall apply to, but is not limited to, (1) any member of the public (“customer”) using or accessing library services and programs and (2) any non-employee providing goods or services to the Library. The Library has also established an Equal Employment Opportunity / Anti-Discrimination / Anti-Harassment Policy applicable to employees and candidates for employment ([link here](#)).

In accordance with this policy all employees are responsible for conducting themselves in a manner consistent with this policy.

### **Supervisory Employee Responsibilities**

All supervisory employees have the responsibility to assure compliance with this policy. Supervisory employees also have an affirmative duty to: discuss this policy with staff members, customers, and non-employees; answer any questions about the policy; and, encourage staff members, customers, and non-employees to use this policy to redress discrimination.

### **RESPONSIBILITY:**

#### **Complaint Process**

The Executive Director shall serve as the compliance officer and shall develop procedures to assure compliance with this nondiscrimination policy. In addition, as compliance officer, the Executive Director shall hear all complaints with respect to alleged discrimination and provide prompt and equitable resolution of such complaints, unless such complaint is against the Executive Director, in which case the complaint may be filed with the President of the Library’s Board of Trustees.

Copies of this policy are available upon request. Requests should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

### **APPROVED ON:**

September 2004

Revised June 2015 and October 2017

### **REVIEW DATE:**

October 2019