



Unicoi County Public Library Title VI Compliance Policy

Policy Statement:

The Unicoi County Public Library is committed to ensuring compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. This policy applies to all library services, programs, and activities provided by the [Library Name] in the state of Tennessee.

Policy Guidelines:

Non-Discrimination:

- a. The Unicoi County Public Library shall not discriminate against any individual or group of individuals on the basis of race, color, or national origin.
- b. All library services, programs, and activities will be provided in a manner that is free from discrimination.
- c. All employees and volunteers of the Unicoi County Public Library shall treat all individuals fairly and equally.

Accessibility:

- a. The Unicoi County Public Library will strive to ensure that its services, programs, and activities are accessible to individuals with disabilities.
- b. Reasonable accommodations will be provided to individuals with disabilities to enable their full participation in library services, programs, and activities, to the extent required by law.
- c. Accessibility features, such as ramps, elevators, and assistive technologies, will be provided whenever feasible and necessary.

Limited English Proficiency:

- a. The Unicoi County Public Library recognizes the importance of providing language access services to individuals with limited English proficiency (LEP).
- b. Language access services, such as translation and interpretation services, will be provided to ensure effective communication with LEP individuals.
- c. Notices, publications, and other materials of significant importance will be made available in languages commonly spoken by LEP populations in the library's service area, as feasible and necessary.

Complaint Process:

- a. The Unicoi County Public Library will establish a process for individuals to file complaints alleging violations of Title VI.
- b. Complaints may be submitted in writing, electronically, or through other accessible means.

c. All complaints will be promptly and thoroughly investigated by the director, and appropriate actions will be taken to address any substantiated violations. Complaints made concerning the director will be reviewed by the library board.

Training and Awareness:

a. The Unicoi County Public Library will provide training and educational programs to its employees regarding Title VI compliance, non-discrimination, accessibility, and language access.

b. Regular reminders and updates will be provided to ensure ongoing awareness of Title VI requirements and responsibilities.

Coordination with Authorities:

a. The Unicoi County Public Library will cooperate with federal, state, and local authorities responsible for enforcing Title VI compliance.

b. The library will provide necessary information and reports to such authorities upon request.

Public Notice:

a. The Unicoi County Public Library will prominently display a notice regarding Title VI compliance in its facilities and on its website.

b. The notice will provide information on how to file a complaint and contact details for the library's Title VI coordinator.

Review and Evaluation:

a. The Unicoi County Public Library will periodically review and evaluate its policies, procedures, and practices to ensure continued compliance with Title VI.

b. Any necessary revisions or updates to this policy will be made in a timely manner.

Adoption and Implementation:

This Title VI Compliance Policy for the Unicoi County Public Library is effective upon its adoption by the library's governing authority. The library administration is responsible for implementing and enforcing this policy, ensuring its dissemination to all employees, volunteers, and the public.

Review Date: 6/2024

This policy will be reviewed and evaluated at least once every three years, or as otherwise required by changes in federal, state, or local regulations.

Approved by:

Date:

Unicoi County Public Library Title VI Complaint Form

Instructions:

Please complete this form if you believe you have been subjected to discrimination on the basis of race, color, or national origin in any program or activity provided by the Unicoi County Public Library. This form is intended for filing Title VI complaints in accordance with federal regulations. The information provided will be used for the purpose of investigating and addressing the complaint.

Complainant Information:

Name:

Address:

Phone Number:

Email Address:

Discrimination Allegation:

Date of Incident:

Location of Incident (if applicable):

Describe the alleged discriminatory act or treatment:

Names of individuals involved (if known):

Were there any witnesses to the incident? If yes, provide their names and contact information:

Have you previously filed a complaint regarding this matter with any other agency or organization? If yes, provide details:

What resolution or outcome are you seeking through this complaint?

I certify that the information provided in this complaint form is true and accurate to the best of my knowledge and belief. I understand that any false statements or misrepresentation may result in the dismissal of my complaint.

Complainant's Signature:

Date:

Please submit the completed complaint form to:

Director or Trustees

Unicoi County Public Library

Address: 201 Nolichucky Ave. Erwin, TN 37650

You may also submit the complaint form electronically via email to: info@ucpl.net or trustees@ucpl.net