



Elisha D. Smith Public Library
Request for Accommodation

Submit this form to the library's Reference Desk,
mail it to Elisha D. Smith Public Library, 440 1st St., Menasha, WI 54952
or call 967-3662, and we will complete the form.

All programs at the Elisha D. Smith Public Library are free and for everyone. Those with special needs are encouraged to call the library office at 967-3662 within 24 hours of an event to assure that specific needs with regards to parking, building and meeting room accessibility are met. The library's main program room is equipped with a hearing loop, which will transmit to headphone receivers that are available upon request or to your own hearing device with a t-coil.

1. Which program do you plan to attend? _____
2. Program date and time _____
3. What do you need to be able to attend or access this program? _____

4. Is access needed for just you or a group of people? _____
5. Your name, telephone number, and a good time to contact you: _____

We will respond to this request as soon as possible.

<p>Library use only</p> <p>Request received _____ (to be filled in by person receiving the request) Please be sure that this request is submitted to a person in Administration as soon as possible.</p> <p>Accommodations made _____</p> <p>Cost _____</p> <p>The person who submitted this request was contacted on _____ by _____</p>
