



## APPLICATION FOR SPECIAL NEEDS STATUS

People with disabilities, as defined by the *Accessibility for Ontarians with Disability Act 2005*, may apply for Special Needs Status to be exempt from paying fines on overdue materials in accordance with Richmond Hill Public Library's Circulation Policy.

Customers with Special Needs Status continue to be responsible for any charges associated with lost or damaged materials incurred on their account.

To apply for Special Needs Status, complete this form and return with the signature of a certified health care professional to any Richmond Hill Public Library branch.

The library will notify you confirming that your application has been approved.

### To be completed by the Customer (please print clearly):

I apply to have my card designated as "Special Needs" to be exempt from paying fines on overdue materials. I am unable to return borrowed materials within a set period of time because of a disability as defined by the AODA. I understand that I continue to be responsible for any charges for lost or damaged materials incurred on this card.

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First Name

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Last Name

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Library Card Number

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Address

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City/Province                      Postal Code

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Signature

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Date (MM/DD/YYYY)



**To be completed by the Health Care Professional (please print clearly):**

A Health Care Professional must complete the following section of this form.

I certify that the applicant is unable to return borrowed library materials within a set period of time because of a disability as defined by the AODA.

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First Name

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Last Name

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Title or Occupation

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Telephone Number

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Address

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City/Province                      Postal Code

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Signature

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Date (MM/DD/YYYY)

**For Office Use:**

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Manager's Signature

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Date (MM/DD/YYYY)