# Library Accessibility Checklist

| Policies & Procedures | | Indoor Facilities | | Outdoor Facilities | | Training/Personnel & Services | | Technology & Information Resources |
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| ☐ Does your library have a written & adapted statement on accessibility that includes 1.) description of services offered to patrons disabilities and 2.) information on requesting accomodations? | | ☐ Does permanent signage have letters and numbers of sufficient size for persons with low vision as well as Grade 2 Braille type? | | ☐ Is accessible parking located adjacent to an accessible entrance? Are these spaces and entrances clearly marked with the international symbol for the disabled? | | ☐ Do you have a designated employee who is trained to act as a liaison with disability advocacy groups and support organizations? | | ☐ Does your website have a clearly defined 'Accessibility' page containing your library's accessibility statement? Do you list the assistive technologies compatible with your website? |
| ☐ Are persons with disabilities included in your disaster preparedness plans? If a disaster occurs, will your evacuation or shelter-in-place plans be workable for patrons with disabilities? | | ☐ Do letters, numbers, and symbols on signage have a high contrast with the background color (use dark text on a white/light colored background)? Does the sign have a non-glare finish? | | ☐ Is there sufficient space in front of the entrance door to allow a wheelchair to turn around? Is the door wide enough for a wheelchair to enter? | | ☐ Do you have a staff training plan to ensure that all staff are knowledgeable about disabilities and how to best support patrons with accessibility related needs? | | ☐ Does the library own and supply appropriate auxiliary aids (EX: reaching devices, assistive listening systems) and services to allow patrons with disabilities equal access to the benefits of library events/services/programs? |
| ☐ Do you have procedures in place for requesting reasonable accommodations? Are these procedures known and consistently used? | | ☐ Is your meeting space arrangeable in a semicircle/U shape to facilitate visual connection and communication? | | ☐ Do you have a sign stating that the building is a library? Are hours posted and visible outside? | | ☐ Are staff informed about the Braille and Talking Book Library (BTBL)? Do you have promotional materials (ex: flyers) for the BTBL? | | ☐ Does your library carry a variety of formats including print, large print, audio, video with closed captioning, and sensory materials? |
| ☐ Do you have policies regarding service animals? Do you know what questions CAN and CANNOT be asked under the ADA? | | ☐ Is there at least one accessible route that connects all buildings, facilities, and patron spaces in your library? | | ☐ Are glass doors sufficiently marked to warn visually impaired patrons? | | ☐ Do you provide library services for homebound patrons? For those in institutions and care facilities? | | ☐ Does your library utilize accessibility software on public computers? Are staff trained on their use? |
| ☐ | | ☐ In areas with tables, does at least one have knee space under the table to fit a power chair (at least 27" high, 30" wide, 19" deep)? | | ☐ Are access paths to the library entrance well lit and unobstructed? | | ☐ Is information about requesting disability-related accommodations included in event promotional materials? | | ☐ |
| ☐ | | ☐ Do you have inclusive seating? For rooms where you're holding events, do you have space for wheelchairs up front? Do you have places to stand for those who would rather? | | ☐ Does your entrance have a smooth, non-slip surface? | | ☐ | | ☐ |
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Visit https://wplc.org/accessibility-resources for helpful links and in-depth guides!