

# Ease of Access Reflection Checklist

Best: Ask a Library Non-User to complete  
 Good: Ask a Library User to complete with fresh eyes

<b>Planning, Policies, and Evaluation</b>			
Consider diversity issues as you plan and evaluate spaces.			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Do you have policies and procedures that ensure access to facilities, printed materials, computers, and electronic resources for people with disabilities?			
Is accessibility considered in the development process?			
Do you have a procedure to ensure a timely response to requests for disability-related accommodations?			
Are disability-related access issues addressed in your evaluation methods?			
<b>Appearance</b>			
Make decisions that foster a community climate that is inclusive of all members of the community and visitors.			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Are people with diverse characteristics, including various types of disabilities, included in the planning process?			
Is the environment appealing and welcoming to those with a broad range of cultures, ages, abilities, and other characteristics?			
<b>Entrances &amp; Routes of Travel</b>			
Make physical access welcoming and accessible to people with a variety of abilities, genders, and ages.			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Are there convenient, wheelchair-accessible parking spaces and routes of travel to facilities and within facilities?			
Are entryways sheltered?			
Are outdoor lights with motion sensors installed near entrances?			
Do sensors automatically open exterior doors?			
Are lever handles rather than knobs used for doors?			
Are gently sloping walks integrated into the design rather than steps and ramps that segregate individuals with physical disabilities?			

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<b>Entrances &amp; Routes of Travel - Continued</b>		
Are there ample high-contrast, large-print directional signs to and throughout the physical space?		
Is adequate lighting available?		
<b>Fixtures and Furniture</b>		
Provide fixtures and furniture that can be used by all employees, students, and visitors.		
	Yes	No
	If yes, how?	
Are levers installed for sink handles?		
Are mirrors, sinks, and towel dispensers located so they are usable by individuals with a wide range of body sizes from standing or seated positions?		
On appliances and other equipment, are front-mounted, easy to operate controls with labels in large, high-contrast print used?		
Do electrical outlets and light switches (with dimmers) allow access from standing or seated positions?		
In meeting rooms and labs, are furniture and fixtures adjustable in height and allow for flexible arrangements of different activities and groupings?		
<b>Information Resources and Technology</b>		
If your physical space uses computers as information resources, ensure that systems employ accessible design, that staff members are aware of accessibility options, and systems are in place to make accommodations.		
	Yes	No
	If yes, how?	
Does the location of library materials allow access from seating and standing positions?		
Are all service and information points reachable from standing and seated positions?		
Do vendors provide accessibility features (e.g., captioned video, compatibility with assistive technology) in computers and software?		
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<b>Information Resources and Technology - Continued</b>			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Are adjustable height tables used at each type of workstation to assist patrons who use wheelchairs or are small or large in stature?			
Is adequate work space provided for both left- and right-handed users?			
For those who have difficulty controlling a mouse, are trackballs available?			
Are staff members and volunteers aware of accessibility options (e.g., enlarged text feature) included in computer operating systems and of assistive technology available in the facility?			
Have procedures been put in place for a timely response to requests for assistive technology?			
<b>Safety</b>			
Design spaces to minimize risk of injury.			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Are nonslip walking surfaces used?			
Have emergency systems been installed that incorporate audio AND visual warnings?			
Are aisles wide and clear of obstructions for the safety of users who have mobility or visual impairments?			
<b>Accommodation</b>			
Develop a system for staff to address accommodation requests by individuals for whom the space design does not			
	<b>Yes</b>	<b>No</b>	<b>If yes, how?</b>
Are procedures in place for requesting disability-related accommodations in signage, publications, and information service points?			
Do facility staff members and volunteers know how to respond to requests for disability-related accommodations?			
<b>Conclusions</b>			
Overall observations & priorities for action:			