Accessibility Audit

For each item below, rate the quality of the accessibility provided (to the best of your knowledge). Please use the blank lines to add notes. Your input is very helpful to the Library and we appreciate your participation.

* Required

1. Email *

   _____

   Main Entrance and Lobby Accessibility

   Please start outside the main entrance and proceed inside.

2. Clear entrance signage

   Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

3. Are the outdoor book/item return slots accessible to persons with mobility issues?

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ Maybe

   ◯ Comments:

4. Is each of the book/item return slots clearly marked?

Mark only one oval.

○ Yes

○ No

○ Maybe

5. Glass doors marked for visibility

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

6. Signage for elevator and restrooms

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

7. Signage directing to major locations within the library (with pictograms as necessary) *

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

8. Elevators

   Check all that apply.

   ☐ Is there large print signage both inside and out?
   ☐ Does each floor have braille as well as a letter/number?
   ☐ Does the main exit level have a star symbol accompanied by braille?
   ☐ Are there audible signals when passing floors or the door opening/closing?
   ☐ Is there signage indicating evacuation areas on non-exit floors?
   ☐ Is the elevator entryway easily accessible with 36" of clearance?

9. Notes for Entrance and Lobby:

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Main Level Accessibility

Walk the main path around both wings, and back to the elevator area.

10. Ease of access to computers

    Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

11. Computer accessible software (visible signs for software)

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

12. Computers - Accessibility software

Check all that apply.

- ☐ Is there a screenreader (or screenreader extension) available?
- ☐ Are the accessibility options clearly outlined?
- ☐ Are the accessibility options easy to use?
- ☐ Is there a computer station with flexible, accessible seating and table?
- ☐ Is the accessible station clearly marked?
- ☐ Must patrons request anything be altered in order to use the station or computer? (chairs moved, mice switched out, instructions for accessible programs, etc.)
- ☐ Is there signage letting patrons know they can request accessibility assistance?
- ☐ Are there low mobility options, like trackballs and wrist rests?
- ☐ Are there visual accessibility computers with large print keyboards and magnifiers enabled?
- ☐ Are these visual accessibility computers marked?

13. Self service kiosks ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

14. Adult Services desk signage (Visibility, readability, pictograms)

Mark only one oval.

	1	2	3	4	5	
Poor	⬭	⬭	⬭	⬭	⬭	Excellent

15. Adult Services desk ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	⬭	⬭	⬭	⬭	⬭	Excellent

16. Are there options for persons who require translation? (This can be written, verbal, or technological assistance)

Mark only one oval.

⬭ Yes

⬭ No

⬭ Maybe

17. List any translation options you are aware of:

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18. Is there signage indicating desk assistance for persons with disabilities?

Mark only one oval.

⬭ Yes

⬭ No

⬭ Maybe

19. At service desks, are there chairs for elderly patrons or patrons with disabilities?

Mark only one oval.

⬭ Yes

⬭ No

⬭ Maybe

20. Are media like large print books, audiobooks, and other accessible formats easy to locate?

Mark only one oval.

⬭ Yes

⬭ No

⬭ Maybe

21. Are accessibility features such as magnifiers and audio disc players easy to access?

Mark only one oval.

⬭ Yes

⬭ No

⬭ Maybe

22. Ease of access to materials on shelves

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

23. Shelving accessibility:

Check all that apply.

- [ ] Are any shelves over 48 inches high?
- [ ] For shelves over 48 inches, are there signs indicating patrons can request help?
- [ ] Are shelves at least 36 inches apart in all areas?

24. Accessibility of signage on shelf endcaps (Visibility, readability, pictograms)

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

25. Ease of access to tables and chairs

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

26. Are there chairs and tables of varying heights?

Mark only one oval.

○ Yes

○ No

○ Maybe

27. Study Rooms ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

28. Is the circulation desk book return accessible to persons with mobility issues?

Mark only one oval.

○ Yes

○ No

○ Maybe

○ Comments:

29. Is the book return clearly marked?

Mark only one oval.

○ Yes

○ No

○ Maybe

30. Notes for Main Level:

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Upper Level Accessibility

Take the stairs or elevator upstairs, and walk all of the public spaces.

31. Ease of access to tables and chairs

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

32. Upper Level signage (Visibility, readability, pictograms)

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

33. Meeting Rooms ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

34. Notes for Upper Level:

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Lower Level Accessibility

Take the stairs or elevator down to the lower level, and walk all of Youth Services, including The Zone.

35. Youth Services desk ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

36. Youth Services desk signage (Visibility, readability, pictograms)

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

37. Are there options for persons who require translation? (This can be written, verbal, or technological assistance)

Mark only one oval.

( ) Yes

( ) No

( ) Maybe

38. List any translation options you are aware of:

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39. Is there signage indicating desk assistance for persons with disabilities?

Mark only one oval.

( ) Yes

( ) No

( ) Maybe

40. At service desks, are there chairs for elderly patrons or patrons with disabilities?

Mark only one oval.

( ) Yes

( ) No

( ) Maybe

41. Are media like large print books, audiobooks, and other accessible formats easy to locate?

   Mark only one oval.

   ( ) Yes

   ( ) No

   ( ) Maybe

42. Are accessibility features such as magnifiers and audio disc players easy to access?

   Mark only one oval.

   ( ) Yes

   ( ) No

   ( ) Maybe

43. Computer accessible software (visible signs for software)

   Mark only one oval.

	1	2	3	4	5	
Poor	( )	( )	( )	( )	( )	Excellent

44. Is the book return at the Youth Services desk accessible to persons with mobility issues?

Mark only one oval.

○ Yes

○ No

○ Maybe

○ Comments:

45. is the book return clearly marked?

Mark only one oval.

○ Yes

○ No

○ Maybe

46. Self service kiosks ease of access

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

47. Ease of access to tables and chairs

Mark only one oval.

	1	2	3	4	5	
Poor	○	○	○	○	○	Excellent

48.   Are there chairs and tables of varying heights?

Mark only one oval.

◯ Yes

◯ No

◯ Maybe

49.   Accessibility of signage on shelf endcaps (Visibility, readability, pictograms)

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

50.   Ease of access to materials on shelves

Mark only one oval.

	1	2	3	4	5	
Poor	◯	◯	◯	◯	◯	Excellent

51.   Notes for Lower Level:

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52. Any additional notes or comments: *

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