

Library Checklist



LIBR1	Agency Name:	
LIBR2	Overall, is there a clear route of travel throughout the library? (minimum of 36" wide)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR3	Overall, are the aisles leading up to and between the tables and study carrels at least 36 inches wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR4	If not, provide width:	_____ inches
LIBR5	Overall, are the aisles between card catalogs/computer stations and magazine displays at least 36 inches wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR6	If not, provide width:	_____ inches
LIBR7	Do at least 5% (but not less than one) of fixed seating, tables, or study carrels provide spaces for wheelchair users on a route of travel that is at least 36 inches wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR8	Overall, is the knee space under tables and desk areas at least 27 inches high, 30 inches wide, and 19 inches deep?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR9	Overall, are the tops of the tables and desks between 28 and 34 inches from the floor?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR10	Is there at least one space at the circulation counter where a portion of the counter is at least 36 inches long and no more than 36 inches high?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR11	Height of counter:	_____ inches (36" or less)
LIBR12	If counter is higher than 36", is a fold-out shelf or alternate space available?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR13	Is the circulation counter on a route of travel that is at least 36 inches wide?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR14	Is the circulation counter area large enough for wheelchair maneuvering? (60" circle)	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR15	If applicable, is there an accessible gate or door next to a turnstile or security device?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR16	Does the library provide Wi-Fi for wirelessly connecting electronic devices to the internet?	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a <input type="checkbox"/> photo
LIBR17	What assistive technology does the library provide? (check all that apply) <input type="checkbox"/> Screen magnification software <input type="checkbox"/> JAWS screen reader <input type="checkbox"/> Open Book test reader <input type="checkbox"/> Braille translating software <input type="checkbox"/> Kurzweil software <input type="checkbox"/> Other:	
LIBR18	Comments/additional information about the library:	

Library Checklist Information

Definitions for Libraries:

- **Circulation desk** is the area where information is provided and materials are checked in and out.
- **Study carrels or reading areas** are desks or tables which provide work space.
- **Screen-magnification software**—program that allows patrons with low vision to access computer information by enlarging the screen display or tailoring the display to accommodate their disability.
- **JAWS screen reader**—this program enables individuals who are blind or visually impaired to access the information on a computer screen through voice output.
- **Open Book text reader**—helps those with low or no vision. Scans printed text and verbalizes the text via synthetic speech.
- **Braille Translating Software**—program that, like a word processor, allows users to type text, then translate it into Braille. A Braille embosser produces hardcopy.
- **Kurzweil**—program that increases reading speed and comprehension through simultaneous spoken word and highlighting of text.

Additional information for completing the Library Checklist:

In areas used for transactions where counters are provided for distribution of goods or services to the public, at least one of each type shall have a portion of the counter with a maximum height of 36 inches above the finish floor. It shall be on an accessible route.



Self check-out station



Circulation desk



Library study carrels

Additional Resources:

American Library Association Accessibility and Assistive Technology: <http://www.ala.org/ascla/asclaprotocols/accessibilitytipsheets>