

Let's Try It!

Five things that you can learn to make your library more accessible

Pat Herndon
Assistant State Librarian
Georgia Public Library Service
GALILEO Conference
June 5, 2020



ABOUT GEORGIA PUBLIC LIBRARY SERVICE

Georgia Public Library Service empowers libraries to improve the lives of all Georgians.

We provide scalable library technology and services; staff training, consulting, and best practices; grant administration and more to create equity in library experience for patrons, no matter where they live.

Georgia Public Library Service is the state library administrative agency and a unit of the Board of Regents, University System of Georgia.



Why should we think about accessible services in libraries?

- It's the law!
- Helps you meet the needs of your community!



Do you remember 23 Things?

- Organizational support
- Team work
- Experiential learning



So what's my pitch?





Make sure that
people can get into
your building and
easily move about

Exercise One:

Objective:

Become familiar with the basics of ADA compliance for a public facility, focusing on public library services

Exercise:

- Review the [IFLA Access to Libraries for Persons with Disabilities Checklist](#)
- Tour your own facility with a partner to record observations.
- Prepare a report of things that you can immediately remedy; things that will require architectural or maintenance support; things that can be addressed with future purchase of equipment
- Prepare a plan to address the problems you have found.
- Present this plan to appropriate people in your organization or community



Make sure that
people can
access your
computers

Exercise Two:

Objective:

Become familiar with the accessibility features built into the operating systems of your public access computers so that you can assist library customers with these tools

Exercise:

- Identify the operating systems on your OPACS
 - Windows
 - macOS/iOS
 - Chrome
- Using Help Screens or using the OS's website learn the features and their utility
- Example for Windows 10:
 - Visit [Microsoft's Accessibility website](#) and review its content, specifically the Guides found in the Resources section
 - Explore Windows "Ease of Access" setting found in Control Panel
 - Explore the options and set up a PC based on the directed suggestions in Ease of Access module, for various circumstances of users—blind, mobility impaired, etc.
 - Open a Word document that you have previously prepared and navigate through it using various settings and modes
- If you are not in a Windows environment, try the same exercises in appropriate operating system.



Add a screen
reader program to
your public
computers

Exercise Three:

Objective:

Become familiar with screen reader software such as NVDA and/or JAWS

Exercise:

- Watch the [GLASS-produced webinar on screen readers](#)
- If your library has JAWS installed on OPACs explore that product
- [Download NVDA](#) and install on your PC
- Review the [following video tutorials](#)
- Use NVDA to navigate a webpage
- Use NVDA to navigate a Word document
- Assess how your experience differs from using the built-in Windows Narrator feature



Learn to create
accessible
documents

Exercise Four:

Objective:

Learn the tools available in Microsoft Word and PowerPoint to create accessible documents and create accessible documents that can be navigated with a screen reader.

Exercise:

- Review [Microsoft's accessibility tips](#)
- Install the MS Check Accessibility on your Word 'Ribbon' on the 'Review' tab- (Tip: Right-click the ribbon and follow instructions! Be sure that you choose the option from "All Commands", not "Popular Commands")
- Create a document in MS Word using the Styles buttons to create the navigation points for Title, headings and subheadings.
 - Run the Check Accessibility tool
 - Make suggested changes, noting the helpful instructions that Word provides in the checker tool
 - Open NVDA to navigate the document. Use commands to jump from heading to heading.
 - Enable the Microsoft Narrator and navigate or read the document
- Repeat this process for PowerPoint
 - Note the special issues for PowerPoint including reading a slide in order on the page, marking decorative elements on the page, etc.



Learn how to
enroll an
eligible patron
with GLASS

Exercise Five:

Objective:

Learn what resources GLASS offers and how to enroll an eligible patron

Exercise:

- Take the GLASS tutorials on [Georgia Public Library Service Learning Center](#)
- Watch the short, but catchy [GLASS YouTube video](#)
- Explore the [GLASS webpages](#) to learn more about the service
- Practice filling out a [GLASS individual application online](#), then print and sign
- Explore the [GLASS online catalog](#)
- Explore the [Bookshare online catalog](#)
- Challenge yourself to enroll at least one customer!

Give me feedback!

pherndon@georgialibraries.org



Resources:

- Exercise One- Accessibility Checklist
 - IFLA Access to Libraries for Persons with Disabilities Checklist, <https://www.ifla.org/files/assets/hq/publications/professional-report/89.pdf>
 - <https://www.access-board.gov> - has details on requirements to make buildings accessible.
 - ADA Checklist for Existing Facilities, <https://adachecklist.org/doc/fullchecklist/ada-checklist.pdf>
- Exercise Two- Accessible Computers
 - Microsoft Accessibility, <https://www.microsoft.com/en-us/accessibility/>, click on resources
 - Apple Accessibility, <https://www.apple.com/accessibility/mac/>
 - Chromebook Accessibility, <https://support.google.com/chromebook/answer/177893?hl=en>
 - Chrome Accessibility Videos Playlist (approximately 2 hours of short videos), <https://www.youtube.com/watch?v=Zz3Ldnn3DAs&list=PL5aqr5w5fRe7QWzXhqxrillVduWEmLHM2>

Resources Cont.

- Exercise Three- Screen Readers

- Non-Visual Desktop Access, <https://www.nvaccess.org/download/>
- Video Tutorials on NVDA, GLASS YouTube Channel, <https://www.youtube.com/playlist?list=PLXmZW3Adenz8ThsWOjzloSmPXmLKbvJoV>
- GLASS Webinar on Screen Readers (approximately 1 hour), https://www.youtube.com/watch?v=FgINg8uQxkc&list=PLXmZW3Adenz_HKZO6BbB_CMFedS-0vWqxr

- Exercise Four-Creating Accessible Documents

- Microsoft Support, <https://support.office.com/en-us/article/Make-your-Word-documents-accessible-D9BF3683-87AC-47EA-B91A-78DCACB3C66D>

- Exercise Five-

- GLASS tutorials in the Georgia Public Library Service Learning Center, <https://my.nicheacademy.com/gplslearningcenter/course/2468> and <https://my.nicheacademy.com/gplslearningcenter/course/6420>
- GLASS Customer Video, <https://youtu.be/-t6d1XmPwC0>