# Universal Design Library Checklist

## PRINCIPLE ONE: Equitable Use

<table>
<thead>
<tr>
<th></th>
<th>Yes/No</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1a. Does the library provide the same means of service for all users?</td>
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<td>1b. Does the library avoid segregation or stigmatizing any users?</td>
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<td>1c. Are provisions for privacy, security, and safety equally available to all users?</td>
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<td>1d. Are library services appealing to all users?</td>
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## PRINCIPLE TWO: Flexibility in Use

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<tbody>
<tr>
<td>2a. Does the library provide choice in ways of receiving service and help?</td>
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<td>2b. Does the library accommodate both right- and left-handed access and use?</td>
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<td>2c. Does the library provide adaptability to the user’s place?</td>
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<td>2d. Does the library accommodate a range of individual preferences and abilities?</td>
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**PRINCIPLE THREE: Simple and Intuitive Use**

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<tr>
<th>Question</th>
<th>Yes/No</th>
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<tbody>
<tr>
<td>3a. Do library services eliminate unnecessary complexity?</td>
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<tr>
<td>3b. Is the library consistent with user expectations and intuition?</td>
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<td>3c. Does the library accommodate a wide range of literacy and language skills?</td>
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<td>3d. Does the library arrange information consistent with its importance?</td>
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<td>3e. Do library services provide effective prompting and feedback during and after use?</td>
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**PRINCIPLE FOUR: Perceptible Information**

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<tr>
<th>Question</th>
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<tbody>
<tr>
<td>4a. Do library services use different modes (pictorial, verbal, tactile) for redundant presentation of essential information?</td>
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4b. Do library services provide adequate contrast between essential information and its surroundings?

4c. Do library services maximize understanding of essential information?

4d. Does the library provide compatibility with a variety of techniques or devices used by people with sensory limitations?

**PRINCIPLE FIVE: Tolerance for Error**

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<td>5a.</td>
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<td>5b.</td>
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<td>5c.</td>
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<td>5d.</td>
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**PRINCIPLE SIX: Low Physical Effort**

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<td>6a.</td>
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<td>Question</td>
<td>Yes/No</td>
<td>Comments</td>
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<td>6b. Does the design of the library use reasonable operating forces?</td>
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<td>6c. Do library services minimize repetitive actions?</td>
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<td>6d. Does the library design minimize sustained physical effort?</td>
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<td><strong>PRINCIPLE SEVEN:</strong></td>
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<td><strong>Size and Space for Approach and Use</strong></td>
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<td>7a. Does the library design provide a clear line of sight to important elements for any seated or standing user?</td>
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<tr>
<td>7b. Does the library design make reach to all components comfortable for any seated or standing user?</td>
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<td>7c. Does the library design accommodate variations in hand and grip size?</td>
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<td>7d. Does the library building provide adequate space for the use of assistive devices or personal assistance?</td>
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