

## ADA Library Accessibility Checklist

Technical Requirements		Comments	Yes / No
<b>A. LIBRARIES</b>			
Reading and Study Areas	Do at least 5% (but not less than one) of fixed seating, tables, or study carrels have ...		
	Clear floor or ground spaces for wheelchairs?		
	Clear space of 60" in diameter to turnaround?		
	At least one accessible route connecting accessible buildings, facilities, elements, and spaces that are on the same site?		
Seating Clear Floor Space	Do spaces provided for wheelchair users have a 30" by 48" clear space?		
	Is no more than 19" of the 30" by 48" clear space measured under the table?		
Knee Space	Is the knee space under the table at least 27" high, 30" wide and 19" deep?		
Height	Is the top of the table between 28" and 34" from the floor?		
Aisles & Stacks	Are the aisles leading up to and between the tables, study carrels and stacks at least 36" wide?		
Check-Out Areas	Is there at least one check-out area where a portion of the counter is at least 36" long and no more than 36" high?		
Security Gates	Do security gates, turnstiles and doors have ...		

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	Level and clear floor area?		
	Passage with a minimum clear opening of 32" when open 90 degrees?		
	Minimum 48" of space between two hinged or pivoting gates plus the width of any gate swinging into the space; and the gates swing either in the same direction or away from the space between them?		
	<u>OR</u> Is there an accessible gate or door next to a turnstile or security device?		
<b>B. ENTRANCES &amp; EXITS</b>			
Ground Floor Entrance:	Is at least one accessible entrance on the ground floor?		
Accessible Route:	Is the accessible entrance connected by an accessible route to all accessible elements or spaces within the building or facility?		
<b>C. ALARMS</b>			
Alarms:	Is there a visual alarm (e.g., flashing light) which operates at the same time as an audible alarm?		
Visual Alarms:	Are there visual alarms in public and common use restrooms?		
	Are visual alarms provided in all general use areas of the building such as meeting rooms, hallways, and lobbies?		
Location:	Are all portions of any room, space, corridor or hallway no more than 50 feet from the signal (in the horizontal plane)?		

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<b>D. INTERIOR ACCESSIBLE ROUTE</b>			
Passing Spaces:	If the accessible route is less than 60" wide, are there passing spaces at least 60" wide and 60" long or intersecting corridors allowing passing at reasonable intervals not exceeding 200 ft?		
Protruding Objects:	If objects mounted to the wall have leading edges between 27 and 80" from the floor, do they project less than 4" into the pathway? (Wall mounted objects with leading edges at or below 27" may project any amount so long as the required clear width of an accessible route is not reduced.)		
Headroom:	Is there at least 80" clear head room on an accessible route?		
Floor Surface:	Are the floor surfaces on accessible routes stable, firm, and slip-resistant?		
Slope (Ramps):	Is the slope of the accessible route no greater than 1:20 (1 foot rise per 20 feet length)?		
Clear Width (Ramps):	Is the minimum clear width of the ramp 36"?		
Landings (Ramps):	Is the landing at least as wide as the ramp run leading to it, and the length of the landing a minimum of 60"?		
	If the ramp changes direction at a landing, is the landing size a minimum of 60" by 60"?		
	If a doorway is located at a landing, does the area in front of the doorway have a minimum size of 60" by 60"?		
Handrails (Ramps):	Are handrails provided along both sides of the ramp segments?		

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	Is the clearing space between the handrail and the wall 1-1/2"?		
	Do the handrails rotate in their fittings?		
Cross Slope (Ramps):	Is the cross slope no greater than 1:50? [Use Pencil Test]		
Edge Protection (Ramps):	If ramps and landings have drop-offs, do they have curbs, walls, railings, or projecting surfaces that prevent people from slipping off the ramp? AND Are the curbs a minimum of 2" high?		
Outdoor Conditions (Ramps):	If ramps or their approaches are outside, are they designed so that water will not accumulate on walking surfaces?		
Changes in Level:	Are ramps or elevators used for changes in level greater than 1/2"?		
	When walkway levels change, is the vertical difference less than 1/4"?		
Carpet:	If carpet or carpet tile is used on the floor, is it securely attached?		
	Are exposed edges of carpet fastened to the floor?		
Revolving Door:	If a revolving door or turnstile is used on an accessible route, is an accessible door or gate provided adjacent to the revolving door or turnstile to facilitate the same use pattern?		
<b>E. SIGNAGE</b>		<b>Comments</b>	<b>Yes / No</b>

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Directional and Informational Signs	Do signs which provide direction to, or information about, functional spaces of the building:		
	Have letters and numbers of sufficient size for persons with low vision [Apply Pinky Test]		
	Have letters, numbers and symbols with a non-glare finish, and have contrast with background?		
	<i>EXCEPTION: Building directories, menus, and all other signs which are temporary are not required to comply.</i>		
Room Identification Signs:	Do signs which identify permanent rooms and spaces:		
	Have letters and numbers of sufficient size for persons with low vision [Apply Pinky Test], accompanied with Grade 2 Braille type?		
	Have raised characters between 5/8" and 2"?		
	If they have pictograms, are they at least 6" in height and accompanied by the equivalent verbal description directly below pictogram?		
	Have letters, numbers and symbols with a non-glare finish, and have contrast with background?		

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	If permanent identification for rooms and spaces is provided, are the signs adjacent to the latch side of the door? OR If there is no wall space next to the latch side of the door, are the signs placed on the nearest adjacent wall?		
	Is the mounting height of the centerline of the sign at least 60" and can a person approach within 3" of the signage without encountering protruding objects or standing within the swing of the door?		
<b>F. STAIRS</b>		<b>Comments</b>	<b>Yes / No</b>
Risers/Treads:	In a flight of stairs, do all the steps have uniform riser heights and tread widths and are all stair treads at least 11" measured from riser to riser?		
Nosings:	Do the nosings project no more than 1-1/2" ?		
Handrails:	Do stairways have continuous handrails along both sides?		
	Is the clear space between handrail and wall at least 1-1/2"?		
	Are the gripping surfaces uninterrupted by posts, construction elements and other obstructions?		
	Are the top of the handrail gripping surfaces mounted between 34" and 38"?		
	Are the ends of the handrails rounded, or do they return smoothly to the floor, wall, or post?		
	Are handrails secure in their fittings?		

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Outdoor Conditions:	Are outdoor stairs and their approaches designed so that water will not accumulate on walking surfaces?		
Hazards:	Are handrail edges free of sharp or abrasive elements?		
<b>G. DRINKING FOUNTAINS</b>		<b>Comments</b>	<b>Yes / No</b>
Water Fountains:	Where there is only one drinking fountain on a floor, is there one accessible to wheelchair users, and one accessible to persons who have difficulty bending or?		
Operation:	Are the controls operable with one hand?		
<b>H. COMMUNICATION</b>		<b>Comments</b>	<b>Yes / No</b>
Effective Communication Generally	Does the library take appropriate steps to ensure that communication with persons with disabilities is as effective as communications with others members of the public?		
Appropriate Auxiliary Aids and Services	Does the library furnish appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, services, programs and activities of the library?		
	In determining what types of auxiliary aids and services are necessary, does the library give primary consideration to the requests of individuals with disabilities?		

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	Does the library provide auxiliary aids and services in accessible formats, in a timely manner, and in such a way as to protect the privacy and independence of persons with a disability?		
	A public entity shall not require an individual with a disability to bring another individual to interpret for him or her.		