

## Equal Information Access for Every Student: Library Accessibility Action Plan

The library accessibility action plan is a template to be used for creating your accessible library vision, for identifying relevant “environmental” factors that impact your vision, and for developing appropriate strategic steps to actualize your vision. The Action Plan will serve as a guide in helping you implement universal design (UD) into practice.

**Team Members** (List current team members or possible collaborators.)

Name	Email	Name of library/institution

### Step 1. Create a vision of what you want your library to look like

Begin with the end in mind and consider what success will look like and what you or your team want to accomplish. Brainstorm, discuss, and create the vision that will guide your work. Create a statement of how things will look when you are successful, i.e. write, illustrate, and record your vision. Include sufficient detail to complete the picture, however, complete this task in a timely manner. Remember, you can always revise!

When creating your vision, think about:

- The key stakeholders: students, parents, educators, administrators, community members, professors, etc.
- Problems to be solved and questions to be answered, and
- Image of success.

Examples of a vision statement:

- *All students will have access to library materials..*
- *Library programs will promote learning and engagement for ALL students.*
- *The library environment will follow the principles of universal design.*
- *Instruction will be inclusive and match the needs of many different types of learners.*

Adapted from the following webpage,

[http://www.cast.org/teachingeverystudent/toolkits/downloads/AIR\\_UDL\\_Action\\_Plan\\_for\\_Systemic\\_Change.pdf](http://www.cast.org/teachingeverystudent/toolkits/downloads/AIR_UDL_Action_Plan_for_Systemic_Change.pdf).

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## Brainstorm: What will success look like?

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## Vision Statement:

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## Step 2. Take stock of the current situation

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## Step 3. Develop a strategy

In order to actualize the vision, the team needs to develop and implement a plan of action. The action plan should be considered a dynamic document that is to be developed, evaluated, and revised as progress is made. A well-defined action plan incorporates the following components:

- Clearly defined initiatives and goals
- Methods and resources to achieve your goals
- Realistic benchmarks, timelines, and objectives
- Identified responsibilities.

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### 1. Brainstorm, target and define priority goals and related objectives

Define one to four realistic goals and related objectives that support the vision and that will be worked on during a designated time period. “Goals are simply a clearer statement of the visions, specifying the accomplishments to be achieved if the vision is to become real. The target objectives are clearer statements of the specific activities required to achieve the goals, starting from the current status.” (<http://www.nsba.org/sbot/toolkit/sgno.html>)

### 2. Brainstorm methods, resources, and benchmarks to achieve your results.

During this stage, all team members should be encouraged to brainstorm means and methods to be used to achieve the vision and support the goals. True to a brainstorm activity, comments and suggestions should be on hold until sufficient time as been allowed for the brainstorm.

When brainstorming methods and resources, think about:

- Methods to achieve the desired results:
  - Professional development opportunities
  - Partnerships with other institutions or libraries
  - Informal learning from others outside of the library
  - Documentation of progress
  - Identification of problems and questions to be addressed
  - And ...
  
- Resources to achieve results:
  - Models of success
  - Staff
  - Funding
  - Hardware, software, etc.
  - And...

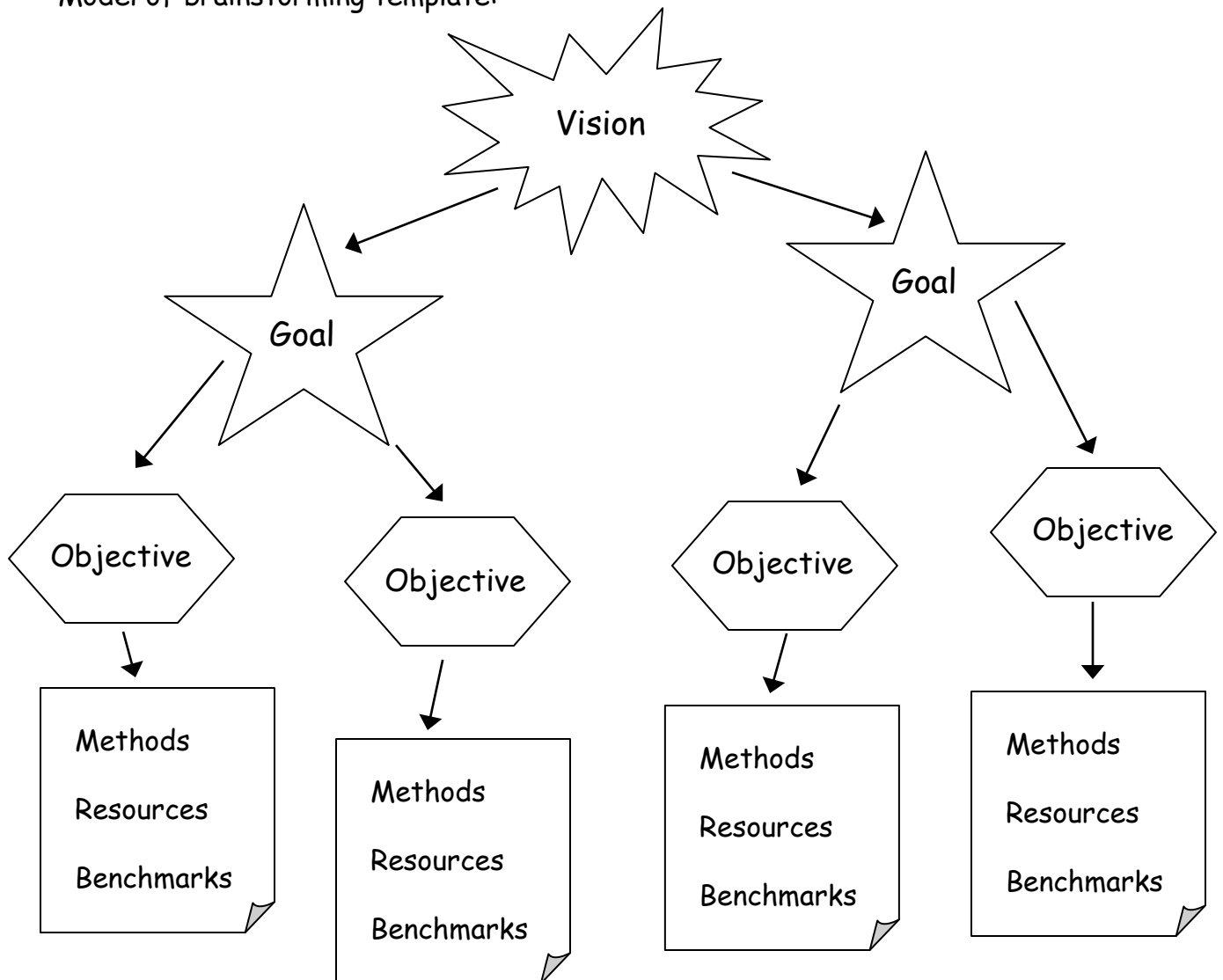
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- Benchmarks of Success:
  - 30-60-90 plan (“Smart Moves: Achieving your vision depends on your follow-through,” <http://www.learningforward.org/news/tools/tools9-00rich.cfm>)
    - Ask: “What will we be doing in 30 days, 60 days, 90 days that we aren’t doing now? What do we want to keep? What do we want to discard? What barriers will we face? What skills are we learning?”
  - Designated times and opportunities (e.g., monthly staff meetings) to report and celebrate progress and share what has been learned.
  - Development of pictures of success, to be reviewed at scheduled intervals throughout the school year
  - And...

Model of brainstorming template:



### 3. Prioritize goals, objectives, methods, resources, and benchmarks

In light of your vision and the previous brainstorming activity, prioritize your goals and select objectives, methods, needed resources, and benchmarks of success from the brainstormed list. Use the Library Accessibility Action Plan template.

### 4. Assess progress and revise actions as needed

Once your Action Plan is developed and implementation is underway, it is essential to regularly assess and refine the Action Plan's functionality and effectiveness in relation to your vision. In this step, you will evaluate the effectiveness and efficiency of your plan and its impact on the changes that you want to support. If you are working with a team, you may want to bring everyone at regular intervals for the primary purpose of evaluating progress. The following questions are examples of questions that may be used to assess progress and refine the Action Plan.

- ? What results have we achieved?
- ? What factors are helping us reach our goals?
- ? What barriers are preventing us from achieving our goals?
- ? What do we need to do to impact advance toward achieving our goals?
- ? What do we need to do to have our Action Plan be a living document? ?

And...

### 5. Stop, take a look around, and revise!

As noted, the Action Plan is a dynamic document that is to be used as a tool for change. Your Action Plan will inform your work and reflect the needs, status, and changes in the environment that the team is trying to impact. It is expected that your Action Plan will undergo many changes and be revised as needed.

**Additional Comments:**

**Good Luck!**

## UD/L Library Accessibility Action Plan Template/Sample

**Goal:** Identify the library's Improvement goal/priority that YOU will impact (*where is the library headed?*):

<b>Objective</b> What is the identified Improvement Strategy for the goal?	<b>Methods/Activities</b> What will YOU specifically do to implement the strategy and meet goals?	<b>Resources</b> To implement the activity well, what do YOU need?	<b>Benchmarks/ Timeline/ Performance Indicators</b> What evidence best reflects attainment of these goals/the impact on students?	<b>Person Responsible</b>
<i>(the changes that will help the targeted students learn and achieve what is described in the goal)</i>				

# UD/L Library Accessibility Action Plan

## Vision Statement:

### Goal 1:

Objectives	Methods/Activities	Resources	Benchmarks/ Timeline/ Performance Indicators	Person Responsible



**Vision Statement:**

**Goal 2:**

Objectives	Methods/Activities	Resources	Benchmarks/ Timeline/ Performance Indicators	Person Responsible

**Vision Statement:**

**Goal 3:**

Objectives	Methods/Activities	Resources	Benchmarks/ Timeline/ Performance Indicators	Person Responsible