

Library Policies and Procedures

Do your policies recognize the needs of students with disabilities?:

- Does your mission and vision include something about serving all students regardless of ability or disability?
- Does the library know what to do for students with disabilities in the event of an emergency?
- Are the needs of students with disabilities taken into account when policies and procedures are written?

Additional Questions to consider:

- How do school or library scheduling policies impact your ability to deliver services to students with special needs?
 - In a school library, fixed scheduling means that you will see most all of the students every week; however it makes it harder to serve students on an as needed basis. Flexible scheduling provides opportunities for teachers and students to use the library when they have need of it.
- Are there set policies or procedures regarding assistive technology? For example, while many assistive technologies may be beneficial to all students, do students with disabilities get priority?
 - There should be policies and procedures regarding how to obtain assistive technology when needed for a student. Students who need to technologies should get first priority. There should be policies and procedures for how to assist students in using these technologies.
- Should the library be following universal design principles? Is this outlined in library policy?
 - A library accessibility evaluation should be done for your library using the Universal Design principles. This will allow you to see where barriers exist and how you can make the library more accessible for all students.
- Are large print or braille books separated into their own designated section, or are they integrated with the rest of the collection? How is this decision made?
 - It might be easier for students with visual impairments to find braille and large print books if they are in their own designated section, so it would be a good idea to think about having a separate section. Ask students their opinion on this.
- Is the library webpage accessible to students with disabilities? Are web resources provided by the library accessible?
 - Think about things like font, color, and the design of the webpage in terms of accessibility. Make sure any web resources you provide can be accessed by students in your library who have disabilities.