

**Society of American Archivists
AMRT/RMRT Joint Working Group on Accessibility
in Archives and Records Management (AWG)**

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<http://www2.archivists.org/groups/amrtmrt-working-group-on-accessibility>

Our Charge

To contact and network with persons with physical impairments in the archives and records management profession (archivists, records managers, and researchers/patrons), identify and study the challenges for them in same, and develop tools to assist them in overcoming these challenges.

Special Needs Researchers: The Reference Staff is eager to accommodate our special needs patrons. Please notify the desk supervisor if you need assistance.

(Sign at the American Heritage Center Reference Desk: <http://www.uwyo.edu/ahc/index.html>)

Best Practices

“Best Practices for Working With Archives Employees with Physical Disabilities.” AWG, SAA

Standards Committee, 2010. Web. 18 July 2012.

http://www2.archivists.org/sites/all/files/BestPract-Disabilities_Employees_0.pdf

“Best Practices for Working With Archives Researchers with Physical Disabilities.” AWG, SAA

Standards Committee, 2010. Web. 18 July 2012.

http://www2.archivists.org/sites/all/files/BestPract-Disabilities_Researchers_0.pdf

Access to, and Within, the Archives

2010 ADA Standards for Accessible Design. U.S. Department of Justice, 17 Nov. 2010. Web. 17

July 2012. http://www.ada.gov/2010ADASTandards_index.htm

The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal. Adaptive

Environments Center, Inc. and Barrier Free Environments, Inc., 1995. Web. 17 July 2012.

<http://www.ada.gov/checkweb.htm>

Burgstahler, Sheryl. "Equal Access: Universal Design of Libraries: A Checklist for Designing Libraries that are Welcoming, Accessible, and Usable." *DO-IT Center*. University of Washington, 2012. Web. 17 July. 2012.

http://www.washington.edu/doi/Brochures/Academics/equal_access_lib.html

Designing Visually Accessible Spaces. National Eye Institute, 2009. Web. 17 July 2012.

<http://www.cs.utah.edu/research/groups/percept/DEVA/index.html>

This project, sponsored by the National Eye Institute and National Institutes of Health, is in the process of designing accessible spaces for people with vision impairments including both blindness and low vision. The researchers are using a variety of factors including level of light and spatial orientation to determine if an area is accessible to people with low vision. The web site also provides a list of further research and information on the project's progress.

Gilardi, Ronald L. "The Archival Setting and People with Disabilities: A Legal Analysis."

American Archivist 56.4 (1993): 704-713. Web. 20 July 2012.

<http://archivists.metapress.com/content/68070hw410848230/fulltext.pdf>

Irvall, Birgitta, and Gyda S. Nielsen. "Physical Access." *Access to Libraries for Persons with Disabilities: Checklist*. IFLA Professional Report No. 89. The Hague: IFLA, 2005. Web. 12 July 2012. <http://archive.ifla.org/VII/s9/nd1/iflapr-89e.pdf>

Kepley, Brenda Beasley. "Archives: Accessibility for the Disabled." *American Archivist* 46.1 (1983): 42-52. Web. 20 July 2012.

<http://archivists.metapress.com/content/7275k33t7817w00u/fulltext.pdf>

Mace, Ronald L. *Accessible Environments: Toward Universal Design*. Raleigh, NC: Center for Universal Design, School of Design, North Carolina State University, 1996. Web. 17 July 2012.

http://www.ncsu.edu/www/ncsu/design/sod5/cud/pubs_p/docs/ACC%20Environments.pdf

O'Brien, Philip. "Is Your Library Accessible?: Providing Equal Access to Your Historic Building Can Spur Other Crucial Updates." *Library by Design*, 27 Sep. 2011. Web. 17 July 2012.
http://www.libraryjournal.com/lj/community/managinglibraries/891649-273/is_your_library_accessible.html.csp

This article addresses the challenge of making historic libraries more accessible to people with disabilities without diminishing the historic features by examining the renovation of the Haston Free Public Library in North Brookfield, Massachusetts. The article concentrates on some important issues that archivists also must face, such as making more space in old and small buildings. This article also contains a list of further readings.

Removing Barriers: Planning and Meetings that are Accessible to All Participants. Chapel Hill: University of North Carolina, FBG Child Development Institute, NCODH, 2004. Web. 17 July. 2012.

<http://design-dev.ncsu.edu/openjournal/index.php/redlab/article/viewFile/90/44>

Serene, Frank H. "Making Archives Accessible for People With Disabilities." Washington, D.C.: National Archives and Records Administration, 2008. Web. 17 July 2012.

<http://www.archives.gov/publications/misc/making-archives-accessible.pdf>

Smithsonian Guidelines for Accessible Exhibition Design. Smithsonian Accessibility Program, n.d., web. 12 July 2012.

<http://accessible.si.edu/pdf/Smithsonian%20Guidelines%20for%20accessible%20design.pdf>

Story, Molly, et al. *The Universal Design File: Designing for People of all Ages and Abilities*. Raleigh, NC: Center for Universal Design, School of Design, North Carolina State University, 1998. Revised ed. Web. 17 July 2012.

<http://design-dev.ncsu.edu/openjournal/index.php/redlab/article/viewFile/102/56>

Stratton, Peter A. "Assessment Tools for Accessibility." *Whole Building Design Guide*. National Institute of Building Sciences, 21 Apr. 2011. Web. 17 July 2012.

<http://www.wbdg.org/resources/assesstools.php>

Universal Design Exemplars. Raleigh, NC: Center for Universal Design, School of Design, North Carolina State University, 2000. Web. 17 July 2012.

<http://www.ncsu.edu/project/design-projects/sites/cud/content/TOC.html>

Services

American Library Association. Americans with Disabilities Act Assembly. "Library Services for People with Disabilities Policy." *ASCLA*, 16 Jan. 2001. Web. 17 July 2012.

<http://www.ala.org/ascla/asclaissues/libraryservices>

Burgstahler, Sheryl. "Equal Access: Universal Design of Libraries: A Checklist for Designing Libraries that are Welcoming, Accessible, and Usable." *DO-IT Center*. University of Washington, 2012. Web. 17 July. 2012.

http://www.washington.edu/doi/Brochures/Academics/equal_access_lib.html

DeLatte, Monique, ed. "Library Accessibility: What You Need to Know." *ASCLA*, 2010. Web. 17 July 2012. <http://www.ala.org/ala/ascla/asclaprotocols/accessibilitytipsheets/>

"Toolkit series of fifteen tipsheets developed to help librarians in all types of libraries understand and manage access issues."

Irvall, Birgitta, and Gyda S. Nielsen. "Service and Communication." *Access to Libraries for Persons with Disabilities: Checklist*. IFLA Professional Report No. 89. The Hague: IFLA, 2005. Web. 12 July 2012. <http://archive.ifla.org/VII/s9/nd1/iflapr-89e.pdf>

Minow, Mary. "The Legal Responsibility to Offer Accessible Electronic Information to Patrons with Disabilities." *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era*. Ed. Thomas A. Lipinski. Lanham, MD: Scarecrow Press, 2002. Print.

Universal Accessibility Interest Group. *Library and Information Technology Association (LITA)*. American Library Association. N.d. Web. 18 July 2012.

<https://www.ala.org/ala/mgrps/divs/lita/involve/igs/universal/lit-iguacc.cfm>

“This Interest Group is intended as a resource and discussion forum about library disability service issues such as web accessibility, assistive technology, reference and instruction for users with disabilities, and any other disability issues of interest to participants.”

Effective Communication

“Communicating in the Library with People who are Deaf or Hard of Hearing.” *Galludet*

University Library, April 2003. Web. 17 July 2012.

http://www.gallaudet.edu/library/research_help/research_help/communication_tips_for_librarians.html

Disability Etiquette, Tips on Interacting with People with Disabilities. The United Spinal Association, 2008. Web. 17 July 2012.

<http://www.unitedspinal.org/pdf/DisabilityEtiquette.pdf>

“Disability Friendly Terminology.” *DisabilityInfo.org*. New England INDEX, 30 June 2011. Web. 17 July 2012. <http://www.disabilityinfo.org/mnip/db/fsl/FactSheet.aspx?id=77>

“Don’t Dis Me With That Language: The Disability Language A–Z Guide.” *DADHC Connections*. Department of Ageing Disability Home Care, n.d

http://www.northcott.com.au/uploaded/File/The_Disability_Language_A-Z_Guide.pdf

“Glossary of Disability-Related Terms.” *DO-IT Center*. University of Washington, 9 April 2012.

Web. 20 July. 2012. <https://www.washington.edu/doi/Brochures/Programs/glossary.html>

Irvall, Birgitta, and Gyda S. Nielsen. “Service and Communication.” *Access to Libraries for Persons with Disabilities: Checklist*. IFLA Professional Report No. 89. The Hague: IFLA, 2005. Web. 12 July 2012. <http://archive.ifla.org/VII/s9/nd1/iflapr-89e.pdf>

Parkhill, Matthew. “Talk: Part I.” *YouTube.com*. Winkle Films, Disability Rights Commission, 26 July 2007. Web. 20 July 2012.

<http://www.youtube.com/watch?v=vSG6LGutkHo&feature=related>

Parkhill, Matthew. "Talk: Part II." *YouTube.com*. Winkle Films, Disability Rights Commission, 26 July 2007. Web. 20 July 2012.

<http://www.youtube.com/watch?v=ZpdyIYEmrs8&feature=related>

People First Language: Describing People with Disabilities. Texas Council for Developmental Disabilities, Dec. 2011. Web. 17 July 2012.

<http://www.txddc.state.tx.us/resources/publications/pfanguage.asp>

Racine, Doug. *Report to the House Committee on Government Operations, House Committee on Human Services, Senate Committee on Government Operations, Senate Committee on Health and Welfare on the Respectful Language Study*. Vermont Department of Disabilities, Aging & Independent Living, Agency of Human Services, 1 Dec. 2011. Web. 17 Jul. 2012.

<http://dail.vermont.gov/dail-publications/publications-legis-studies/respectful-language-report>

A legislative report that outlined the work of the Respectful Language Workgroup which identified wording that should not be used in Vermont statutes, regulations or policies to refer to people with disabilities; and to suggest replacement language that reflects positive views of people with disabilities.

Snow, Kathie. *Disability is Natural*. BraveHeart Press, 2009. Web. 17 Jul. 2012.

<http://www.disabilityisnatural.com/>

"Stuttering: Answers for Employers." *The Stuttering Foundation*, 17 July 2012. Web. 17 July 2012. <http://www.stutteringhelp.org/Default.aspx?tabid=13>

Ten Commandments of Etiquette for Communicating with People with Disabilities. National Center for Access Unlimited, Oct. 1995. Web. 17 July

2012. http://www.ucp.org/ucp_generaldoc.cfm/1/9/6573/6573-6573/190

Electronic Access

"Assistive Technology." *DO-IT Center*. University of Washington. 2012. Web. 18 July 2012.

<http://www.washington.edu/doi/it/Resources/at.html>

Burgstahler, Sheryl. "Equal Access: Universal Design of Libraries: A Checklist for Designing Libraries that are Welcoming, Accessible, and Usable." *DO-IT Center*. University of Washington, 2012. Web. 17 July. 2012.

http://www.washington.edu/doi/Brochures/Academics/equal_access_lib.html

FCTD Assistive Technology Glossary. The Family Center on Technology and Disability, n.d. 23 July 2012. http://www.fctd.info/uploads//glossary_web-2.pdf

Irvall, Birgitta, and Gyda S. Nielsen. "Media Formats." *Access to Libraries for Persons with Disabilities: Checklist*. IFLA Professional Report No. 89. The Hague: IFLA, 2005. Web. 12 July 2012. <http://archive.ifla.org/VII/s9/nd1/iflapr-89e.pdf>

Jaeger, Paul T. *Disability and the Internet: Confronting the Digital Divide*. Boulder, CO: Lynne Rienner Publishers, 2011.

Read the Introduction to this book: <https://www.riener.com/uploads/4e6f7cdc91b5c.pdf>

Minow, Mary. "The Legal Responsibility to Offer Accessible Electronic Information to Patrons with Disabilities." *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era*. Ed. Thomas A. Lipinski. Lanham, MD: Scarecrow Press, 2002. Print.

Snider, Lisa. "Tips on Web Site and Document Accessibility." Society of American Archivists Annual Meeting, Hyatt Regency Hotel, Chicago, IL. 25 Aug. 2011. Web. 23 July 2012.

http://www.archivalaccessibility.com/Snider_WebSiteDocAccessibility_SAACHicagoForum2011.pdf

Trace: Research to make Everyday Technologies Accessible and Usable. University of Wisconsin, Madison, Trace Center, 2010. Web. 23 July 2012. <http://trace.wisc.edu>

WebAIM: Web Accessibility in Mind. Center for Persons with Disabilities. Utah State University. n.d. Web. 14 July 2012. <http://webaim.org/about>

Web Content Accessibility and Mobile Web: Making a Web Site Accessible Both for People with Disabilities and for Mobile Devices. Web Accessibility Initiative, 2008. Web. 23 July 2012.
<http://www.w3.org/WAI/mobile/>

Workplace and Employment

(see also “Access to, and Within, the Archives,” and “Effective Communication” sections of this guide.)

“The ADA: Your Responsibilities as an Employer.” U.S. Equal Employment Opportunity Commission, 2008. Web. 20 July 2012. <http://www.eeoc.gov/facts/ada17.html>

Employment and Vocational Rehabilitation. National Association of the Deaf, n.d. Web. 17 July 2012. <http://www.nad.org/issues/employment-and-vocational-rehabilitation>

Job Accommodation Network (JAN). U.S. Department of Labor, Office of Disability Employment Policy, n.d. Web. 18 July 2012. <http://www.jan.wvu.edu>

“The Job Accommodation Network (JAN) is the leading source of free, expert, and confidential guidance on workplace accommodations and disability employment issues.

JAN is an information and referral service designed to increase the employability of people with disabilities by: 1) providing individualized worksite accommodations solutions, 2) providing technical assistance regarding the ADA and other disability related legislation, and 3) educating callers about self-employment options.

Specific resources include:

- SOAR: The Searchable Online Accommodations Resource System offers accessibility options for people with disabilities in work and educational settings. <http://askjan.org/soar/index.htm>
- A to Z of Disabilities and Accommodations <http://askjan.org/links/atoz.htm>
- “Ask Jan” can answer specific questions about accessibility in the workplace or educational setting. <http://askjan.org/links/contact.htm>
- Workplace Accommodations: Low Cost, High Impact <http://www.jan.wvu.edu/media/fact.html>

Emergency Planning

“Emergency Preparedness: Accessible Emergency Notification, Response, and Recovery.”

National Association of the Deaf, n.d. Web 23 July 2012.

<http://www.nad.org/issues/emergency-preparedness>

Serene, Frank H. “Making Archives Accessible for People With Disabilities.” Washington, D.C.:

National Archives and Records Administration, 2008. Web. 17 July 2012.

<http://www.archives.gov/publications/misc/making-archives-accessible.pdf>

Government/Legal Regulations and Standards

Americans with Disabilities Act. U. S. Department of Justice, 2012. Web. 17 July 2012.

<http://www.ada.gov>

The ADA is a wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability. Signed into law in 1990 and amended in 2008, Title II of the ADA prohibits disability discrimination by all public entities at the local and state level. These regulations cover access to all programs and services offered by the entity, including physical access described in the ADA Standards for Accessible Design.

The ADA website provides information, standards, and tools that cover the broad reach of the ADA and its Titles.

Specific resources include:

A Guide to Disability Rights Laws. U.S. Department of Justice, Civil Rights Division, Disability

Rights Section, 2009. Web. 12 July 2012.

<http://www.ada.gov/publicat.htm#Anchor-14210>

ADA Best Practices Toolkit for State and Local Governments. U.S. Department of Justice, Civil

Rights Division, 4 Sep. 2009. Web. 12 July 2012.

<http://www.ada.gov/pcatoolkit/toolkitmain.htm>

Americans with Disabilities Act Questions and Answers. U.S. Department of Justice, Civil Rights

Division, 14 Nov. 2008. Web. 12 July 2012. <http://www.ada.gov/q%26aeng02.htm>

International and Comparative Disability Law Web Resources. Syracuse University, College of Law, 2010. Web. 23 July 2012.

<http://www.law.syr.edu/library/electronic-resources/legal-research-guides/humanrights.aspx>

United States Access Board, n.d. Web. 20 July 2012. <http://www.access-board.gov>

“The Access Board is an independent Federal agency devoted to accessibility for people with disabilities. Created in 1973 to ensure access to federally funded facilities, the Board is now a leading source of information on accessible design. The Board develops and maintains design criteria for the built environment, transit vehicles, telecommunications equipment, and for electronic and information technology. It also provides technical assistance and training on these requirements and on accessible design and continues to enforce accessibility standards that cover federally funded facilities.”

The Access Board offers a number of publications that provide guidance on accessibility and design issues.

Open Source Resources for Research on Disabilities and Accommodations

National Rehabilitation and Information Center. National Institute on Disability and Rehabilitation

Research, U.S. Department of Education, n.d. Web 18 July 2012. www.naric.com

The National Rehabilitation Information Center is a library and information center of more than 16,000 publications focusing on disability and rehabilitation research, which is searchable by topic on their website. NARIC also provides information and referral services for a wide range of disability and rehabilitation issues.

World Cat

<http://www.worldcat.org>

Search the collections of thousands of libraries around the world.

AWG Member Publications and Presentations

D'Arienzo, Daria and Debra Kimok. “Strategies for Accommodating People with Physical

Impairments and Disabilities in Archives.” *Archival Outlook* (Nov/Dec 2009): 6-7, 20. Web. 21 July 2012.

<http://files.archivists.org/periodicals/Archival-Outlook/Back-Issues/2009-6-AO.pdf>

Davis, Lora J. "Providing Virtual Services to All: A Mixed-Method Analysis of the Website Accessibility of Philadelphia Area Consortium of Special Collections Libraries (PACSCL) Member Repositories." *American Archivist* 75.1 (2012): 35-55. Web. 20 July 2012.

<http://archivists.metapress.com/content/a716w067468262h5/fulltext.pdf>

Ganz, Michelle. "Survey Conducted on 'Accessibility in Archives.'" *Archival Outlook* (Nov/Dec 2008): 8, 24. Web. 20 July 2012.

http://www.archivists.org/periodicals/ao_backissues/AO-NovDec08.pdf

Greene, Mark A. "Improving Accessibility for People With Disabilities." *Archival Outlook* (Nov/Dec 2010): 10-11. Web. 20 July 2012.

<http://files.archivists.org/periodicals/Archival-Outlook/Back-Issues/2010-6-AO.pdf>

White, Sara. "Crippling the Archives: Negotiating Notions of Disability in Appraisal and Arrangement and Description." *American Archivist* 75.1 (2012): 109-124.

<http://archivists.metapress.com/content/c53h4712017n4728/fulltext.pdf>

2009 Accessibility Working Group SAA Annual Meeting Presentation, August 14, 2009, Austin, TX

Session 307: Session 307- *Strategies for Accommodating People with Physical Impairments and Disabilities in Archives.*

D'Arienzo, Daria. "Archives for All: Setting the Context"

<http://www.archivists.org/conference/austin2009/docs/session307-DArienzoD.doc>

Greene, Casey E. "Would You Please Repeat That? Heading the Archives as an Individual with Hearing Impairment"

<http://www.archivists.org/conference/austin2009/docs/Session307-GreeneC.pdf>

Kimok, Debra. "Overview of the Joint RMRT/AMRT Working Group on Diversity in Archives and Records Management Physical Disabilities Project and Survey."

<http://www.archivists.org/conference/austin2009/docs/Session307-KimokC.doc>

Olmsted, Avery. "Archives & Disability Issues"

http://www.archivists.org/conference/austin2009/docs/session307_Olmstead.doc

Olmsted, Avery. "Avery's Movie: Archives & Accessibility for All"

<http://www.youtube.com/watch?v=bBdVcWu03IU>

Serene, Frank H. "Why and How Should an Archive Accommodate People with Disabilities?"
<http://www.archivists.org/conference/austin2009/docs/Session307-Serene.doc>

2010 Accessibility Working Group SAA Annual Meeting Forum, August 12, 2010, Washington, DC

Accessibility for All: An Awareness Forum

D'Arienzo, Daria. "At Heart a Human Issue"
http://files.archivists.org/conference/dc2010/Archival-Accessibility_DArienzo.pdf

D'Arienzo, Daria. Universal Design Handout
http://files.archivists.org/conference/dc2010/Archival-Accessibility_DArienzoB.pdf

Greene, Mark A. Remarks and Ten Questions to Ask Yourself or Your Administrators
http://files.archivists.org/conference/dc2010/Archival-Accessibility_Greene.pdf

2011 Accessibility Working Group SAA Annual Meeting Forum, August 25, 2011, Chicago, IL

Accessibility for All: Practical Tips for Creating Access in Archives

D'Arienzo, Daria. "Seeing Accessibly: A Review Tool for Taking Small Steps to Improve Accessibility in Your Archives"
http://www2.archivists.org/sites/all/files/DArienzo_SeeingAccessiblyList-SAACHicagoForum2011.pdf

Kimok, Debra. "Accessible Conference Presentations"
http://www2.archivists.org/sites/all/files/Kimok_AccessibleConferencePresentations_SAACHicagoForum2011.pdf

Snider, Lisa. "Tips on Web Site and Document Accessibility"
http://www.archivalaccessibility.com/Snider_WebSiteDocAccessibility_SAACHicagoForum2011.pdf

Resources Created by the AMRT/RMRT Working Group on Accessibility in Archives (AWG)

"A Quick Guide to Accessibility in Archives. AWG, May 2011. Web. 18 July 2012.

<http://www2.archivists.org/groups/amrtmrt-working-group-on-accessibility/a-quick-guide-to-accessibility-and-archives>

Available in English and Spanish

“L.O.V.E. Card.” AWG, August 2010. Web. 18 July 2012.

<http://www2.archivists.org/groups/amrtrmrt-working-group-on-accessibility/a-quick-guide-to-accessibility-and-archives>

Available in English, Spanish, and Audio (mp3)

General Disability-Related Resources

“Disability-Related Organizations.” *United States Access Board*, n.d. Web. 23 July 2012.

<http://www.access-board.gov/links/disability.htm>

“Disability-Related Resources on the Internet.” *DO-It Center*. University of Washington, 2012.

Web. 23 July. 2012. <https://www.washington.edu/doit/Brochures/DRR/>

“Disability Studies.” *Handbook of Disability Studies*. University of Washington, 2010. Web. 23

July 2012. <http://depts.washington.edu/disstud/related-links>

International Disability Alliance. European Disability Forum, n.d. Web. 23 July 2012.

<http://www.internationaldisabilityalliance.org>

International Disability Research Discussion List. University of Leeds, Centre for Disability

Studies, n.d. web. 23 July 2012. <http://www.leeds.ac.uk/disability-studies/discuss.htm>

“Websites with Disability Resources.” *Job Accommodation Network*. U. S. Department of Labor,

Office of Disability Employment Policy, n.d. Web. 23 July 2012.

<https://askjan.org/links/disres.htm>