

Memo:

December 11, 2018

To: Hiawatha Public Library Board of Trustees:

From: Jeaneal Weeks, Library Director

Re: ADA compliance for Accreditation 2018

The library's accreditation application is due at the end of February 28, 2018.

ADA Checklist for Existing Facilities

Updated 9/27/2108

This page contains all necessary files for the ADA Checklist for Existing Facilities, published in 2016. Please note that this checklist used to be called the ADA Accessibility Checklist for Readily-Achievable Barrier Removal. Submittal of the older document will still meet standard 80 for accreditation purposes as long as it is based on the 2010 ADA Standards. Documents dated older than 2010 will not be accepted to meet standard 80.

The checklist is a very long document. Libraries are not required to complete the entire checklist for accreditation. They should pick one of the four priorities and fully complete that priority. Libraries may submit more if they wish, but only one priority is required. To facilitate this process, I have posted the full document and each priority separately in both PDF and MS Word formats. The Word format can be filled out electronically. The PDF can be printed if a work copy is desired.

Tips and information about the Checklist for Accreditation purposes.

- Choose one of the four priorities listed below. Only one completed priority is needed to satisfy accreditation requirements.
- **Each item on the checklist should be answered Yes or No. If the item does not apply to the library, answer N/A instead.**
- **Checking No, or N/A, does not negatively affect your accreditation.**
- This checklist is not a certification of ADA compliance. It is a tool to help your library identify and raise awareness of ADA barriers in your library.
- Photos do not need to be attached. There is room on the form to indicate photo numbers. But you do not need to send them in to the State Library. They may still be very useful for your own purposes.
- **Before submitting the checklist to the State Library, make sure to have the library's board of trustees review it. Include that review date on the first page of the checklist document submitted.**

- All libraries participating in the accreditation program need to submit this checklist regardless of the date of library construction. This checklist can be useful to identify issues even in brand new buildings.
- The checklist should be reviewed at least once every three years. It is our recommendation that all four priorities should be reviewed on a regular basis. However, only one per three year period is necessary for accreditation.

I recommend that we complete Priority 4-Additional Access. I will complete the checklist and put this item on the agenda for January for review.

Priority One:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adafiles/adapriority1.pdf>

Priority Two:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adafiles/adapriority2.pdf>

Priority Three:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adafiles/adapriority3.pdf>

Priority Four:

<https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adafiles/adapriority4.pdf>