
**ILLINOIS STATE LIBRARY
AMERICANS WITH DISABILITIES ACT
SELF-EVALUATION FORM**

NAME OF LIBRARY: _____

TELEPHONE: _____ **TTY NUMBER:** _____

DIRECTIONS: Title II of the Americans with Disabilities Act (ADA) requires a self-evaluation for all public library facilities, including main buildings and branches. A “No” answer to any of the questions does not necessarily mean noncompliance, since alternative methods may be pursued to provide accessibility to a library’s programs and services. Place the original of the self-evaluation on public inspection. Type or print all responses on the self-evaluation.

When was the last self-evaluation of the library completed? **DATE:** _____

Name/telephone number of contact person regarding this survey: _____
Name

Telephone Number

Librarian’s name: (*print*) _____

Signature: _____

Board President: (*print*) _____

Signature: _____

PART 1: INTERESTED PERSONS CONSULTED

Attach a list with the names of person(s) with disabilities, and group(s) that work with people with disabilities who were consulted in the self-evaluation process.

PART 2: ACCESS INTO THE LIBRARY

PLEASE CHECK THE APPROPRIATE BOX

YES NO N/A

Is there the required number of accessible parking spaces? Please select the correct range of spaces.

1-20 spaces = 1 accessible space

21-50 spaces = 2 accessible spaces

51-75 spaces = 3 accessible spaces

76-100 spaces = 4 accessible spaces

101-105 spaces = 5 accessible spaces

Are accessible spaces at least 16 feet wide with an 8-foot access aisle?

Is the accessible parking sign mounted no more than 5 feet above grade?

Does the reserved parking sign have the International Symbol of Accessibility indicating a \$100 fine for violations?

Do the curbs at walkways have curb ramps, including at drives, parking and drop-off areas?

Does the walkway into the facility have a clear width of at least 36 inches and is in good repair?

Do ramps have a clear width of at least 36 inches, and a slope not exceeding a 1-foot rise in a 12-foot span?

If the main entrance is not accessible, is a sign posted indicating the location of the accessible entrance?

PART 3: ACCESS TO PROGRAMS AND SERVICES

PLEASE CHECK THE APPROPRIATE BOX	YES	NO	N/A
Do book security gates have a minimum clear opening of 32 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does a minimum of one element each of fixed seating provide knee space at least 27 inches high, 30 inches wide and 19 inches deep; and table tops and work surfaces 29 to 34 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where service counters exceed 36 inches in height, is an auxiliary counter provided with a height 28 to 34 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are card catalogs, magazine displays and reference materials no more than 48 inches high for frontal approach or 54 inches for parallel approach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all aisles at least 36 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor and carpeted surfaces stable, firm and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is permanent signage in raised lettering and Braille?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one level, does an elevator or ramp connect the levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the controls outside and inside the elevator have raised and Braille lettering and mounted 35 to 54 inches above the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do stairs and ramps have continuous rails on both sides that are mounted 30 to 34 inches above the surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does at least one drinking fountain have a spout no higher than 36 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCESS TO PROGRAMS AND SERVICES

PLEASE CHECK THE APPROPRIATE BOX **YES** **NO** **N/A**

Is the highest operable part of a wall-mounted telephone no more than 48 inches from the floor?

Are telephones available that have buttons and volume controls?

Do doorways in public spaces have at least a 30-inch clear opening?

Do doors open easily with one hand?

Are meeting rooms accessible?

Do emergency alarms have both flashing and audible signals?

Is there an evacuation plan for persons with disabilities in the event of an emergency?

Is the library listed on, or qualified for the National Register of Historic Places? (This includes Carnegie buildings and buildings with distinctive architectural features.)

Since the last self-evaluation, what changes has the library made in Access to Programs and Services? Attach additional sheets if needed.

What changes does the library plan to address during the next three years in Access to Programs and Services? Attach additional sheets if needed.

RESTROOMS

PLEASE CHECK THE APPROPRIATE BOX	YES	NO	N/A
Is there at least one accessible restroom for each sex?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there raised letter and Braille signs identifying restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doorways into restrooms have at least a 32-inch clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least 18 inch clear wall space next to the door pull handle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least a five-foot circle or other open space for turning a wheelchair completely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the stall door have at least a 32-inch door opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet seat 17 to 19 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space in front of one sink 30 inches wide by 48 inches deep, and is the rim of the sink no higher than 34 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pipes under the sink insulated to prevent burns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can faucets be operated with one hand comfortably?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Since the last self-evaluation, what changes has the library made to its restrooms. Attach additional sheets if needed.

What changes regarding its restrooms does the library plan to address during the next three years? Attach additional sheets if needed.

PART 4: EMPLOYMENT AND COMMUNICATIONS

PLEASE CHECK THE APPROPRIATE BOX.	YES	NO	N/A
Has the library made reasonable accommodations for employees with disabilities? If so, please give a brief description below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the library periodically review and revise job descriptions to insure that they are non-discriminatory and describe essential work functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees and trustees familiar with the policies and practices for the full participation of persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is disability awareness and training provided for library staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the library does not own a TTY, does it have a TTY pay phone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the library used the Telephone Relay System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are auxiliary aids or formats provided for individuals with speech, vision and hearing impairments, such as qualified interpreters, taped text, large print, descriptive or closed-caption video?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have these aids or formats been requested by patrons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the library inform groups using its facilities that <u>they</u> must comply with ADA, and are responsible for providing qualified interpreters or auxiliary aids upon request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the library has more than 50 employees, or is part of a public entity with 50 employees, and structural changes are need to comply with ADA, has a transition plan been completed? If yes, a copy of the transition plan must be submitted with this survey.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT AND COMMUNICATIONS

How much advance notice is requested to ensure that qualified interpreters or auxiliary aids are available for meetings, programs and activities sponsored by the library? hours _____
days _____

Since the last self-evaluation, what changes has the library made in the area of Employment and Communications? Attach additional sheets if needed.

What changes does the library plan to address during the next three years in the area of Employment and Communications? Attach additional sheets if needed.

PART 5: DESCRIPTION OF MODIFICATIONS MADE

ADA compliance may be achieved through alternative methods, including assignment of staff to assist the persons with disabilities, home visits, delivery of services and programs at alternate accessible sites, and any other method that results in making materials, services and programs accessible. Please attach a list of alternative methods the library is utilizing to comply with ADA.

PART 6: BUDGETARY ISSUES

PLEASE CHECK THE APPROPRIATE BOX.

YES NO N/A

Has the library received an Illinois State Library grant for accessibility updates?

If yes, what was the amount?

Has the library received funds from any other source for accessibility updates?

If yes, from where and for how much?

How much money from the library's own budget has been spent on ADA compliance?

Has the library been challenged on the issue of ADA compliance?

YES NO

If yes, please list the date of the challenge; describe the issue(s) and the resolution. Attach additional sheets if needed.