



West Slope Library Web Accessibility Policy

Adopted 04/18/2023

Purpose

The library is committed to creating and maintaining a welcoming and inclusive environment for people of all abilities and ensuring equal access to information and services for all members of the community. Web communications are one of the ways the library communicates and provides services to the public.

This policy clarifies the requirements for web pages and web content to provide individuals with disabilities equal opportunity to participate in the library's programs and activities offered through the library website.

This policy is a living document that will change over time because of changes to technology, best practices¹ and the needs of the community. The Community Library Supervisor will provide training opportunities to staff and communicate with staff whenever changes to the policy take place.

Scope

The scope of this policy covers all digital content published by the library. The main goal of this plan is to make all digital content accessible (508² ADA-compliant) within a year of adoption.





The policy applies to the following content published or services provided by the library:

- Electronic documents
 - Any file that is posted or distributed through a web page. These files usually are created, edited, and viewed with software such as word processors, spreadsheets, presentations/slideshows, and portable document format (PDF). Common examples of software used to create such files include but are not limited to Microsoft Office, Apple iWork, and Adobe products.
- Multi-media content
 - Generally defined as video, audio, presentations, online programming.
- Web-based applications
 - Usually provided by third-party contracted services, web-based applications are services that are provided online, not static web pages. Examples include, but are not limited to:
 - Appointment applications
 - Email and newsletter applications
 - Forms and survey applications
 - Website plugins
- Web content, pages, and sites
 - Web content
 - Any content published, hosted, or otherwise provided by the library with library-related programs and activities made available to the public without need for authentication or other login requirements.
 - Web page
 - A single internet address (aka URL) that contains content that must be viewed through a web browser. Usually, multiple web pages are linked to define a website.
 - Website
 - A group of connected web pages regarded as a single entity.





Requirements for Publishing Web Content

Effective 1 year from adoption of this policy, except as provided in paragraph 4 below, all web pages and web content published by library staff must be published using the approved branding templates, style guides and evaluation tools to provide accessibility. Linked web pages to external content out of scope of this policy.

Accessibility Requirements

- Web Pages and content
 - All new or revised web pages and web content published by the library and library staff should be accessible to persons with disabilities. The Web Content Accessibility Guidelines ([WCAG](#)) and the Web Accessibility Initiative Accessible Rich Internet Applications Suite ([WAI-ARIA](#)), set forth the accepted guidelines for accessibility for most content on websites. Standards comparable to WCAG and WAI-ARIA may also be used, if appropriate.
 - Library staff provide a plain text method for users to contact staff for assistance in accessing the site.
- Electronic documents (e.g., pdf, word, infographics) created by the library will follow this policy.
 - Library staff will make accessible PDFs available and will provide other formats (Word) available upon request.
- Multimedia Content (e.g., videos) will follow this policy.
 - Library staff will caption any multimedia content published by the library on the internet.
- Third-party Vendors
 - Library staff will keep accessibility and compliance with this policy in mind when selecting third-party vendors that are accessible to patrons. We are not responsible for the compliance of third-party vendors.

Accessibility issues with resources on the WCCLS website will be reviewed by WCCLS.





Exceptions

- Exemptions from the policy due to undue burden and/or non-availability may occur where compliance is not technically possible, unreasonably expensive, or difficult.
- The conclusion of undue burden or non-availability is an institutional decision. WCCLS leadership and the Community Library Supervisor will make this decision.

Roles and Responsibilities

- Accessibility Representative(s)
 - The Community Library Supervisor and designated staff serve in the role of Accessibility Representative.
 - Are responsible for maintaining and revising accessibility tools and procedures. They will also serve as a resource for content developers and those approved to publish on the website. They will coordinate the delivery of website accessibility training for library employees.
 - Content Developer(s)
 - The content developers are responsible for ensuring that any content that is published meets the accessibility requirements established by this policy at the time of publication and that all web pages and web content they are responsible for maintaining meet the accessibility requirements of this policy within a year of adoption.





Training

All staff will receive accessibility training prior to publishing content to the library website, mailing lists, and social media accounts. Existing users will complete training and will learn how to use tools to evaluate content for accessibility. Training will be conducted in-house.

Quality Assurance Procedures

The Accessibility Representative(s) will develop web accessibility evaluation tool(s) for content developers. Each content developer will be responsible for using these tools to ensure the accessibility of any content published.

The Accessibility Representative(s) will establish procedures for the regular monitoring of library web pages and content to identify any areas of noncompliance with this policy. The Community Library Supervisor ensures content developers maintain compliance with this policy.

