

Bay Area Library and Information System

Innovation Fund Program

1. **Title of the Project** Library Accessibility Toolkit
2. **Library / Committee applying for funding** San Francisco Public Library  
**Name** Luis Herrera  
**Email** citylibrarian@sfpl.org  
**Mailing Address** San Francisco Public Library  
100 Larkin Street  
San Francisco, CA 94102

**3. Amount of funding requested**

Total cost of these items per kit: \$320.95.

Estimated actual cost per kit (w/shipping costs, tip-sheet printing, etc.): \$330.00

**Total proposed budget for grant project: \$11,550.00**

**4. Provide a one-paragraph project summary**

*Library Accessibility Toolkits*, storage boxes containing simple assistive technology tools for library users with disabilities, will be placed in twenty-seven SFPL neighborhood Branch libraries and at eight service desks in the Main Library. At roll-out, focused training will be provided to staff members at facilities that have the toolkits. Supporting the tools will be a binder that includes: a checklist with information about each item in the toolkit and how it is used; tip-sheets with basic information about potential accessibility needs of people with a variety of disabilities and how to help them; and, information to help staff refer users who need more assistance or more sophisticated accommodations to SFPL Access Services staff. The toolkits will be promoted through the Library's Web page, monthly newsletter and informational flyers. Usage will be tracked for six months. Information about what items are most often used and suggestions from the user community for additional items will be taken. Tip-sheets and information about items in the toolkits will be made available to other BALIS libraries that may be interested in replicating the project.

**1. One paragraph project summary.**

**Library Accessibility Toolkits**, storage boxes containing simple assistive technology tools for library users with disabilities, will be placed in twenty seven SFPL neighborhood Branch libraries and at eight service desks in the Main Library. At roll-out, focused training will be provided to staff members at facilities that have the toolkits. Supporting the tools will be a binder that includes: a checklist with information about each item in the toolkit and how it is used; tip-sheets with basic information about potential accessibility needs of people with a variety of disabilities and how to help them; and, information to help staff refer users who need more assistance or more sophisticated accommodations to SFPL Access Services staff. The toolkits will be promoted through the Library's Web page, monthly newsletter and informational flyers. Usage will be tracked for six months. Information about what items are most often used and suggestions from the user community for additional items will be taken. Tip-sheets and information about items in the toolkits will be made available to other BALIS libraries that may be interested in replicating the project.

**2. Explain how this project fits with the library's strategic directions.**

The San Francisco Public Library is in the middle of an ambitious Branch Library Improvement Project that is making all SFPL buildings accessible for people with disabilities. **Library Accessibility Toolkits** will provide simple tools to make using library facilities more comfortable and using library materials easier for people with disabilities. This supports the SFPL mission to provide "*free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.*" People of all ages and from all ethnic and racial communities will benefit by improved accessibility.

**3. A description of the proposed project including the population served and the demographics of that population.**

**The Project:**

- Toolkit boxes and tools will be purchased and assembled.
- Supporting print materials will be prepared.
- As the toolkits are distributed, staff will have focused training about what is in them and how to help people use the tools.
- Availability of the toolkits will be announced in the Library's monthly newsletter when they are distributed. Ongoing

promotion will be through the Library's Web site and informational flyers.

- Staff will be provided with a form on which they can keep records of what items are used.
- Library users will be invited to make suggestions about tools that might potentially be added.
- At the conclusion of an initial six-month project period, information about usage as well as suggestions will be brought back to the Chief of Branches and the Chief of the Main Library. They will be asked if further data should be gathered.
- Information about what is in the toolkits and supporting print materials will be made available to other BALIS libraries that may be interested in developing their own ***Library Accessibility Toolkits***. The project manager will ask BALIS Adult Services Committee members and Bay Area Disability Services Librarians (BADSL) for assistance getting out the word to other Bay Area libraries. Information about the project will be shared with the greater California Library community through the CALIX discussion list, the CLA Lib-disability discussion list and the BADSL discussion list.

#### **Demographics of the population served:**

Through the ***Library Accessibility Toolkit*** project, services will be improved for library users with disabilities. The *2005-2007 American Community Survey 3-Year Estimates for the City of San Francisco* indicate that an estimated 99,333 non-institutionalized San Franciscans who are 5 years and older have disabilities. This number includes nearly 4,000 school-age children (ages 5-20); nearly 43,800 adults of typical working-age (21-64); and more than 46,600 adults who are 65+. Not included in these numbers are library users who live in senior residences and group homes, Laguna Honda Hospital, the San Francisco VA Medical Center, etc. Many residents of those facilities are people with disabilities. While most "underserved populations" are people who share a common language or culture, the disability community is unique because it includes people of all ages, in all racial and ethnic groups as well as all socioeconomic groups.

Renovated and new SFPL facilities are opening their doors to an increasing number of San Franciscans with disabilities. Many of these new users enter their neighborhood libraries with high expectations and needs for accommodations that have nothing to do with ramps or accessible bathrooms. Their needs often are not for sophisticated or expensive accommodations like computers with assistive technology or sign language interpreter services. The simple and relatively

inexpensive items included in the *Library Accessibility Toolkits* may improve the user experience for people with a variety of disabilities.

#### **4. The goals and objectives of the project.**

##### **Goals**

- Improve user experience for people with disabilities in SFPL libraries.
- Help SFPL staff members feel more comfortable and confident when they are assisting or interacting with people with disabilities.
- Successfully complete a model project that may be replicated at other BALIS libraries.

##### **Objectives**

- Provide simple tools for people with disabilities to use when they are in SFPL libraries.
- Promote the toolkits to help ensure that they are used.
- Gather information about what tools are most used and ideas for what might be added to toolkits in the future.
- Provide awareness training and focused training about items in the toolkits and about SFPL accessibility services.
- Provide support materials that will make it possible for other libraries to develop similar toolkits.

#### **5. The project timeline (activities).**

##### **Month 1**

- Ask appropriate vendors for quotes for boxes and items that will be included in them.
- Order items.
- Begin preparing support materials to be printed.
- Submit an article about the toolkits to SFPL Public Affairs staff, to be printed in month 3.
- Prepare information to be put on the Web as soon as toolkits are available.

##### **Month 2**

- Complete preparation of supportive materials, including usage checklists and user suggestion forms.
- Schedule staff training.

##### **Month 3**

- Distribute toolkits and train staff members who will be responsible for helping people with access to them.

- Article appears in library newsletter.
- Information is added to the Web site.

#### **Months 4 – 9**

- Track usage and gather suggestions.

#### **Month 10**

- Write a summary report regarding usage and submit that along with user suggestions to the Chief of Branches and Chief of the Main Library.

#### **Month 11**

- Share information with other Bay Area libraries through meetings of the BALIS Adult Services Committee and Bay Area Disability Services Librarians. Share information about the project with the greater California Library community through the CALIX discussion list, the CLA Lib-disability discussion list and the BADSL discussion list.

### **6. The evaluation of the project.**

Usage statistics as well as comments and suggestions will be studied to determine whether the toolkits are useful and the project is a success.

### **7. The project budget.**

Total cost of simple tools per kit: \$320.95.

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#### **For library users with Low Vision or Blindness**



**“Ergotouch” 2X hand-held magnifier (Bausch & Lomb) - 2” X 2”:** \$19.00

This is an economically priced and effective magnifying glass.



**Magnifying sheet - 8.5" X 11": \$3.50**

The size of this magnifier makes it useful for viewing illustrations, maps, etc.



**Signature guide - 3.25" X 2": \$1.00**

When placed on a sheet where people need to sign their name, this simple tool makes it easier for users to write in the correct location.



**Page writing guide / reading guide - 8.25" X 11": \$3.50**

Standard line spacing makes this useful for people filling out print forms.



**18-Inch Flexible Braille-Large Print Ruler: \$2.00**

This simple desk tool has universally accessible design.



**Sanford 20/20 pen: \$1.50 (2 per toolkit: \$3.00)**

The unscented ink from these inexpensive bold pens doesn't bleed through paper. Bold lines are easier for people with low vision to read.

**For users with dexterity disabilities**



**Roberts Book Holder** - 14" X 7½" X 1/5": \$32.00

This book holder accommodates books and magazines of varied sizes and weights.



**Pencil Grip** (for children or adults with smaller hands): \$1.50

**Pencil Grip Jumbo** (for adults with larger hands): \$3.50

2 each per toolkit: \$10.00

Ergo Pencil Grips provide greater comfort and control for both right and left handed users, especially those with rheumatoid arthritis or carpal tunnel syndrome. Grips fit on most any pencil or pen.

## For users who are hard-of-hearing



### **PockeTalker Pro Amplifier with Neckloop: \$174.00**

This small personal amplifier, for one-on-one communications, can be used at a service desk, when walking with a person to the stacks, or in a public computer class or program. The neckloop is used by people who have personal hearing aids.



### **Headphones: \$15.00**

These headphones are to be used with the PockeTalker by people who don't have hearing aids.



### **Headphone Disposable Covers: \$18.95**

Made of sheer, medical grade poly, these should be replaced after each use. Each kit will include 100 covers.



### **PockeTalker Pro Amplifier Rechargeable Battery Kit: \$29.00**

Includes AC Adapter/charger and 2 AA rechargeable batteries.



## **Toolkit “toolbox”**



**Rubbermaid Latchtopper (15 qt) – 16.8x11.8x7in”: 10.00**

### **Proposed Project Budget**

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