2024 Digital Resources Accessibility Plan (Policy Review)

Gunnison County Library District

June 2024

Purpose

Outline Gunnison County Library District's digital content delivered to patrons and staff. Evaluate each variable and take the necessary action(s) to meet Web Content Accessibility Guidelines (WCAG) 2.1 AA by July 1, 2024, and WCAG 2.2 AA by July 1, 2025, as mandated in Colorado House Bill 21-1110.

This living document will be updated as we work toward compliance.

Task	Comments	Status
Section 1: Project Definition and Planning		
1.1 Draft Accessibility Plan	Create a Google Doc that outlines the milestones needed to meet the requirements and make it available on the web to be viewed by anyone	Done
1.2 Accessibility Policy & Statement	The library will draft an accessibility policy will be voted on by the board approval at the June 20, 2024 Gunnison County Library District Board of Trustees Meeting.	Launch
1.3 VPATs	Determine what we send to 3rd-party vendors to meet this compliance standard.	Launch
Section 2: Compliance		
2.1 Compliance Testing	The Library will conduct monthly CheckMyDistrict compliance reports. The Library will also use the WAVE accessibility checker to identify specific elements that need upgrading on all websites.	Launch
2.2 Compliance Officer Training	The Library will utilize Colorado's Office of Information Technology training guides at https://oit.colorado.gov/standards-policies-guides/guide-to-accessible-web-services to train staff as a compliance officer.	Launch

Task	Comments	Status
2.3 Generic Email for Accessibility Requests	The Library will create a generic email for accessibility requests instead of directing help to just one staff person. Multiple people need to be able to receive this request, with one person being the primary responder.	Launch
2.4 Documentation & Reporting	Establish procedures and a filing system to document compliance and track accessibility issues.	Launch
2.5 Independent Web Audit	Periodically, and in a cost effective rotating manner, contract with an outside agency to assess the accessibility of internal online resources and those made available to library users by third party vendors.	
2.6 ADA Building Compliance	After meeting the requirements of HB21-1110, expand the effort and do an accessibility audit for our physical spaces	
Section 3: Content Produced by the Library		
3.1 gunnisoncountylibraries.org The library's official website at gunnisoncountylibraries.org is not 100% WCAG 2.1 AA compliant. The following are the project variables needed to bring this website into compliance.		
3.1.1 Website	Work with current web host to review the WCAG 2.2 AA compliance level of gunnisoncountylibraries.org. This may require a comprehensive renovation, update of the existing website or even a complete rebuild. This is a 2025 budget consideration.	Launch
3.1.2 Staff Content Addition	Staff will need to be trained on the new site and documentation updated	
3.1.3 Videos	The Library has created many videos that are available online and on DVD. They will need captioning.	
3.1.4 PDFs	Make sure all PDFs are ADA-compliant. Train staff to save future PDF's in a manner that makes them compliant with accessibility standards.	
3.1.5 Images	Verify that all the site images use descriptive alt text. Update as necessary	

Task	Comments	Status
3.1.6 Alt Tags on Links	Must ensure that all linked-out content on the reference section is updated to include the necessary tags and descriptors.	
3.1.7 Administrative Interface	Unknown	
3.1.8 3rd-Party Content	Obtain Voluntary Product Accessibility Templates (VPATS) for existing and contemplated 3rd-party content.	Please refer to the 3rd-party content section for details on meeting this requirement.

3.3 Gunnison County Library District Documents

The library district will work to make all board materials (packets, agendas, minutes), bylaws, audit reports, policies and budgets accessible. After July 1, 2024, documents will be brought to compliance before being uploaded to the web.

Task	Comments	Status
3.3.1 Google Drive	How can the district's use of Google Suite products be made accessible for staff and library users?	Launch
3.3.2 PDF Documents	What is needed in PDF documents to meet compliance	Launch

Task	Comments	Status
3.4 Staff and Board Intranets Internal documents are built on Google Sites and are structured using Google Workspace tools (Google Docs, Sheets, Slides and Calendar). Similarly, dropbox and various external harddrives are used for file storage purposes. We will pursue the accessibility of these products. We will examine compliance with these platforms in 2025.		
Section 4: Platforms Offered by the Library with Shared Responsibility		
4.1 Online Catalog at: https://gunnisonld.marmot.org/ and Digital Archive at: https://gunnisonld.marmot.org/Archive/Home This platform features all of the titles (items) that can be borrowed from the library. It is built and maintained by Marmot Library Network, which is responsible for all ADA compliance. The only variables the library controls are (1) the colors used on our product scope and (2) the local content added to the digital archive. Making Gunnison County Library District pre-July 1, 2024 digital archive compliant is impossible. If any artifacts need to be updated after July 1, 2024, they will be brought to compliance before being re-uploaded to the web.		
4.1.1 Update Colors	Once Aten has helped us define the new colors to use on the gunnisoncountylibraries.org website, we will use their recommendations to update the colors on this site.	
4.1.2 VPAT	Need a VPAT for Pika & Islandora	Done
4.2 Google Calendar Determine if Google Calendar, required for staff making meeting room reservations, is compliant.		
4.2.1 Update Colors	Once we define the new colors required for gunnisoncountylibraries.org, the website, we will use their recommendations to update the colors on this site. Consider updating brand book for consistency.	
4.2.2 Test Compliance	Using the WAVE accessibility checker and reports from CheckMyDistrict, determine if any ADA adjustments need to be made to the website.	

Task	Comments	Status
4.2.3 Fix Issues		
4.2.4 VPAT	Need a VPAT for Library Market	
4.2.5 Accessibility Statement/Link	Need to link patrons from this website to gunnisoncountylibraries.org to support accessibility issues.	
Section 5: Public Facing Third-Party Providers This section requires obtaining VPATs from the following providers. We are unable to modify any of these platforms.		
5.1 Digital Library Materials These vendors provide the library with access to eBooks, audiobooks, videos, magazines and newspapers. These, in turn, are made available to the public through the library's website at gunnisoncountylibraries.org, the catalog at gunnisonld.marmot.org, and through vendor-supplied apps.		
5.1.1 Acquire VPATs	- Overdrive/Libby - Hoopla - New York Times Online - Wall Street Journal Online - Washington Post Online - Islandora Digital Repository	working
5.2 Online Databases These vendors provide the library with access to platforms that house collections of information, usually in the form of archived journal articles. Platforms might also deliver training, ebooks, or other interactive account-based services like building resumes. All are available through the library's website at gunnisoncountylibraries.org, the catalog at https://gunnisonld.marmot.org/, and some through vendor-supplied apps.		
5.2.1 Acquire VPATs	All online resources available through third party	working
5.3 Kiosks The library offers several stand-alone kiosks by which patrons can borrow materials.		

Task	Comments	Status
5.3.1 Bibliotheca VPAT	User self-checkout stations and directly purchased by the library.	working
5.3.3 OPAC Stations	The web interface here connects to the library's online catalog, which is addressed in Section 4. Also, these are on Chromebooks, so we can use ChromeVox to help staff with these kiosks.	woking
5.3.4 Wiki Documentation	We need a Google Drive space so staff can have instructions on how to set up these devices for accessibility, if possible.	
QUESTION	Does this pertain to Launchpads, AWE Computers, and public access computer stations?	Sent an email to Ann Terry with SDA to address this question at their Day for Technology training.
Section 6: Staff Third-Party Providers Staff use many software platforms to perform their duties. For 2024 we will do our best to acquire VPATs for the software staff routinely use, but this is the lowest priority compliance issue for the district. We are unable to modify any of these platforms.		
6.1 Acquire VPATs	- Innovative Sierra - Google Workspace - Windows Desktop Applications - Quickbooks - Impluse Inventory - Spine Label Software - Connexion - Adobe products: Reader, Pro, Photoshop, etc. - Canva - PC Reservation System	working
Section 7: Web-based communication platforms The library offers programming through Zoom and Google Meet. Additionally, Gunnison County Library District board meetings are viewable via Zoom. The library will examine how to make these platforms more accessible to attendees.		

Task	Comments	Status
7.1 Zoom Accessibility	https://support.zoom.us/hc/en-us/sections/12706715372301-Language-and-Accessibility-Features	
7.2 Crowdcast		
7.3 Google Meet	https://support.google.com/meet/answer/7313544?hl=en	
7.4 Create staff instructions to set platforms for accessibility		