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Type: Plan	Number: LIB-Plan-3	Approved: June 17, 2020
Accessibility Plan		Next Review: 2024

This 2020-2024 accessibility plan outlines the policies and actions that the Huron County Library will put in place to improve opportunities for people with disabilities.

Statement of Commitment

The Huron County Library is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

Huron County Library, in cooperation with the County of Huron, will meet all relevant accessibility standards, including:

- Information and Communication Standards
- Employment Standards
- Design of Public Spaces Standards
- Customer Service Standards

Accessibility: Training

The Huron County Library will provide training to employees, volunteers, board members and other staff members on Ontario’s accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers, board members and other staff members.

Huron County Library will take the following steps to ensure employees are provided with the training needed to meet Ontario’s accessible laws:

- Ensure all existing staff have participated in relevant training;
- Ensure that any new staff participate in relevant training.

Board Members will receive training as part of Library Board Orientation which occurs every four years.

Staff and volunteers will be provided access to ongoing training and refreshers as needed once initially trained.

Accessibility: Information and Communications

Huron County Library is committed to meeting the communication needs of people with disabilities.

Huron County Library will take the following steps to make all new websites and content on those sites conform with WCAG 2,0, Level A.

- Work within the parameters established by the Information Technology Division for the Huron County Library to ensure all forms and related web documents are AODA compliant.

Huron County Library will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request.

- Confirm that existing feedback processes can be made accessible in alternate formats when requested.

Huron County Library will take the following steps to make sure all publicly available information is made accessible upon request.

- Confirm that processes and resources are available and in place to make all public information available in alternative formats, when requested.

Accessibility: Public Spaces

In Huron County, the local Municipality provides the facility for library space which includes responsibility for repairs, renovations and improvements to the facility. As such, in partnership with lower-tier municipalities, Huron County Library will meet the Accessibility for the Design of Public Spaces Standards when building or making major modifications to its facilities.

Huron County Library is committed to making its facilities more accessible to all visitors. The following method will be used to identify barriers and develop strategies to overcome inaccessibility.

Identifying Barriers

- Conduct accessibility audit of external and internal facilities, services and programs
- Survey visitors for feedback on existing facilities; barrier identification

Barrier Prevention and Removal Update

- Items identified as barriers will be added to a priority list.
- Barrier identification, preventions and removal priorities relating to services and furniture will be identified and brought forward to coincide with the annual budgetary process of the Library Board.

- Barrier identification, preventions and removal priorities relating to the building structure will be identified and brought forward to the lower-tier municipality at the time they are identified.

Targets, Responsibility and Anticipated Timelines

Accessibility Target	Who is responsible?	Timeline
Training		
Ensure all existing staff, board members and volunteers have participated in accessibility related Training.	Human Resources Department, County of Huron; Huron County Library, County of Huron	Ongoing
Ensure that any new volunteers or staff to Huron County Library participate in related training	Human Resources Department, County of Huron; Huron County Library	Ongoing
Information and Communications		
Work within the parameters established by the Information Technology Division for the Huron County Library to ensure all forms and related web documents are AODA compliant.	Information Technology Division, County of Huron; Huron County Library	Ongoing
Refresh staff on complaint and suggestion process.	Huron County Library; County of Huron	2020
Refresh staff on processes and resources available and in place to make public information available in alternate formats.	Huron County Library; County of Huron	2020
Public Spaces		
Conduct accessibility audit of external and internal facilities, services and programs.	Huron County Library to approach the County's Accessibility Advisory Committee	Ongoing
Survey visitors for feedback on existing facilities; barrier identification	Huron County Library	Ongoing
Refresh staff on processes and resources available and in place to accommodate service requests (eg. ASL interpretation, Assistive devices)	Huron County Library; County of Huron	2020
Items identified as barriers will be added to a priority list.	Huron County Library	Ongoing
Barrier identification, prevention and removal priorities will be identified and brought forward to be endorsed by the Library Board annually to coincide with the annual budgetary process.	Huron County Library	Annually

Barrier identification, prevention and removal priorities will be identified and brought forward to the lower-tier municipality for consideration.	Huron County Library to Lower-tier Municipality	Annually
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Achievements since last review

Tables lifted in branches to make accessible – Seaforth, Wingham, Goderich

Loveseat rearranged to make aisle wheelchair accessible – Howick

ZoomText – Howick

Book spinners removed to increase space at end of shelving units – Wingham, Seaforth and Kirkton

Books moved to lower shelves – Wingham, Clinton

Movies moved to accessible height – Goderich

New ramp and accessible entrance – Clinton

Accessible washroom - Clinton

Downsized reading table to increase aisle space in Adult Non-Fiction - Hensall

Shelves and display space moved/removed to increase space and add accessible seating area – Seaforth

Shelves removed to create accessible teen seating area – Exeter

Shelf space for accessible materials (Large Print) increased – Seaforth

Bench seating replaced with individual chairs - Seaforth

Accessibility Priority Items

All branches: Accessible OPAC stations

Simplify signage colours and fonts

Bayfield: Advocate to local municipality to address overcrowding in foyer with municipality

Advocate to local municipality to add accessible button to washroom door

Move brochure rack

Blyth: Move circulation desk toward washroom to increase entrance space

Move shelving toward circulation desk to increase space between computer stations and shelves

Brussels: Remove one row of Adult Fiction shelving to increase space between shelves and walls

Clinton: Advocate to local municipality to add change table to washroom

Purchase smaller coffee table for reading nook

Remove couch from reading nook

Mount newspapers in accessible location

- Add table lifts to one reading table
- Eliminate CDs and shelve DVDs lower
- Re-house reference section in accessible location
- Exeter:
 - Advocate to local municipality to move accessible door button lower
 - Advocate to local municipality to add accessible door button to washroom
 - Raise one table to be accessible height for wheel chair users
- Goderich:
 - Advocate to local municipality for greater colour contrast between entrance posts and cement
 - Advocate to local municipality to move accessible door buttons to more appropriate height
 - Advocate to local municipality to add tactile surface at top of stairs
 - Advocate to local municipality to address accessibility issues in washroom (grab bar height, napkin disposal location, sink style, paper dispenser, toilet height)
 - Modify space so AED not a 'head' hazard
 - Provide chairs with and without arms
 - Adjust table height so there is at least one accessible table in each area of the library
- Hensall:
 - Advocate to local municipality to add accessible button to washroom door
 - Address lounge space by removing coffee table and/or moving spinners
 - Remove brochure rack or coat hooks in foyer
- Howick:
 - Address space surrounding literacy station to increase aisle space
- Kirkton:
 - Remove/source smaller display table
 - Advocate to local municipality to add accessible door button to washroom
- Seaforth:
 - Advocate to local municipality to add braille to elevator buttons
 - Advocate to local municipality for greater colour contrast on stairs as well as a continuous handrail
 - Advocate to local municipality to address accessibility issues in washrooms (grab bars, napkin disposal, change table height, toilet height)
 - Advocate to local municipality to address accessibility issues with parking space
 - Modify/replace service desk to include roll under
- Wingham:
 - Advocate to local municipality for transition stripe between accessible parking spaces
 - Advocate to local municipality for ramp with less slope

Advocate to local municipality for greater colour contrast between flooring and walls

Advocate to local municipality for more accessible washrooms

Replace service counter to include accessible height

Provide chairs with and without arms in meeting room

Zurich: Move children's table to increase aisle space

Move brochures in fireplace to fully accessible location