



JESSE WHITE • Secretary of State & State Librarian
 Illinois State Library, Gwendolyn Brooks Building
 300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

**Illinois State Library
 PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM
 Americans with Disabilities Act — Self-Evaluation Form**

Name of Library: _____ City: _____

Telephone Number: _____ TTY Number: _____

The purpose of this evaluation is to determine how well the library building is complying with the ADA and to help the library plan for future improvements to better serve its patrons. A “NO” answer to any of the questions does not necessarily mean noncompliance, as alternative methods may be pursued to provide accessibility to the library’s programs and services.

Date of most recent ADA Self-Evaluation: _____

Name/Telephone Number of contact person regarding this evaluation: _____

Director’s Name: (print) _____

Signature: _____

Board President’s Name: (print) _____

Signature: _____

INTERESTED PERSONS CONSULTED

Include a list with the names of persons with disabilities and groups that work with people with disabilities who were consulted in the self-evaluation process.

ACCESS INTO THE LIBRARY (Please check appropriate boxes.)

	YES	NO	N/A
Is the required number of accessible parking spaces provided?			
Please indicate the appropriate range of spaces:			
1-25 spaces = 1 accessible space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26-50 spaces = 2 accessible spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-75 spaces = 3 accessible spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76-100 spaces = 4 accessible spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101-150 spaces = 5 accessible spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accessible spaces at least 16 feet wide with an 8-foot access aisle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the accessible parking sign mounted no more than 5 feet above grade?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ACCESS INTO THE LIBRARY (Please check appropriate boxes.)	YES	NO	N/A
Does the reserved parking sign have the International Symbol of Accessibility indicating a fine for violations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the curbs at walkways have curb ramps, including at drives, parking and drop-off areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do walkways into the facility have a clear width of at least 36 inches and are they in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do ramps have a clear width of at least 36 inches and slopes not exceeding a 1-foot rise in a 12-foot span?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the main entrance is not accessible, is a sign posted indicating the location of the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do accessible entrances bear the International Symbol of Accessibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the entrance doors have at least a 32-inch clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doors open easily with one hand? Interior doors: 5 pounds pull force Exterior doors: 8½ pounds pull force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Since the last self-evaluation, what changes has the library made in Access Into the Library? (Attach additional sheets if needed.)			

What changes does the library plan to address during the next three years in Access Into The Library? (Attach additional sheets if needed.)

ACCESS TO PROGRAMS AND SERVICES (Please check appropriate boxes.)	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 of fixed seating provide knee space of at least 27 inches high, 30 inches wide and 19 inches deep; and tabletops and work surfaces 28 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 of 28-34 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? (42 inches preferred when possible)	<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"/>
Does at least one drinking fountain have a spout no higher than 36 inches?	<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"/>

ACCESS TO PROGRAMS AND SERVICES (Please check appropriate boxes.)

YES **NO** **N/A**

If the library has an elevator, does the door jam entering the elevator have raised lettering and braille characters for each floor to enable visually impaired persons to identify the floor where the elevator has stopped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the elevator control buttons mounted no higher than 54 inches above the floor for a side approach, or 48 inches for a forward approach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all control buttons designated with raised lettering and braille?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the floor area of the elevator allow someone using a wheelchair to enter the car and maneuver within reach of the controls and exit from the elevator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an audible signal when the elevator passes or stops at a floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do stairs and ramps have continuous rails on both sides that are mounted at 34-48 inches above the surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a 60x60-inch turning radius located at reasonable intervals throughout the stacks if the aisles are less than 60 inches wide and exceed 200 feet in length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the highest operable part of a wall-mounted telephone no more than 48 inches from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are telephones available that have push buttons and volume controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doorways in public spaces have at least a 32-inch clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are meeting rooms accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do emergency alarms have both flashing and audible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an evacuation plan for persons with disabilities in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the library listed on, or qualified for, the National Register of Historic Places? (This includes Carnegie buildings and buildings with distinctive architectural features.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Since the last self-evaluation, what changes has the library made in Access to Programs and Services? (Attach additional sheets if needed.)			

What changes regarding the Access to Programs and Services will be addressed during the next three years? (Attach additional sheets if needed.)

RESTROOMS (Please check appropriate boxes.)	YES	NO	N/A
Is there at least one accessible restroom for each gender?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do doorways into the restroom have at least a 32-inch clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least an 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 5-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 clear opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the toilet seat 17-19 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 injuries?	<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 the restrooms? (Attach additional sheets if needed.)			

What changes regarding the restrooms will be addressed during the next three years? (Attach additional sheets if needed.)

EMPLOYMENT AND COMMUNICATIONS (Please check appropriate boxes.)	YES	NO	N/A
Has the library made reasonable accommodations for employees with disabilities? If so, please provide a brief description:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the library periodically review and revise job descriptions to ensure 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 individuals with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is disability awareness 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 711 Telephone Relay System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYMENT AND COMMUNICATIONS (Please check appropriate boxes.)

YES NO N/A

Are auxiliary aids or formats provided for individuals with speech, vision and hearing impairments, such as qualified interpreters, taped text, large print, and descriptive or closed-captioned video?

Have these aids or formats been requested by patrons?

Does the library inform groups using the facilities that they must comply with ADA and are responsible for providing qualified interpreters or auxiliary aids upon request?

If the library has more than 50 employees, or is part of a public entity with more than 50 employees, and structural changes are needed to comply with the ADA, has a transition plan been completed?
If yes, a copy of the transition plan must be submitted with this survey.

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?

Days _____
Hours _____

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

What changes regarding Employment and Communication will be addressed in the next three years? (Attach additional sheets if needed.)

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 include a list of alternative methods the library is utilizing to comply with the ADA.

BUDGETARY ISSUES (Please check appropriate boxes.)

YES NO N/A

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

If yes, provide the fiscal year and amount of funds received:

Fiscal Year _____ \$ _____

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

If yes, provide the fiscal year, source and amount of funds received:

Funding Source: _____ Fiscal Year _____ \$ _____

How much has the library spent on ADA compliance from its own budget: \$ _____

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

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