

# **Kingston Frontenac Public Library**

## **Accessibility Plan**

The Kingston Frontenac Public Library (KFPL) is committed to treating all people in a way that allows them to maintain their dignity and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* (AODA).

Pursuant to the Accessibility Policy, the following sets out an action plan to ensure that library service at KFPL is relevant, inclusive and responsive for all, including persons with disabilities.

### **Training**

All staff and volunteers of KFPL complete training modules provided on the AccessForward website. Also, all staff complete the Ontario Human Rights Commission training, Human Rights 101. Staff and volunteers will be trained on any changes to the Accessibility Policy.

### **Accessible Emergency Information**

KFPL is committed to providing patrons with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities with individualized emergency response information when necessary.

### **Kiosks**

When procuring self-service kiosks, accessibility features will be incorporated into the procurement process. Staff will be trained to assist patrons with accessibility features on all self-service kiosks.

## **Website**

The KFPL website and content meets the requirements of the AODA, WCAG 2.0, Level AA criterion.

## **Employment**

Employment policies and practices (e.g. Accommodation Policy) were reviewed to ensure compliance with the requirements of the AODA.

## **Building**

KFPL endeavours to meet the Facility Accessibility Design Standards (FADS) from the City of Kingston, which surpasses the AODA standards with regard to codes, acts, regulations, and by-laws wherever possible. In addition to meeting all current applicable AODA requirements, any capital repair or renovation project will be reviewed and where possible accessibility enhancements will be included in the project planning.

## **Additional Information**

For more information on this accessibility plan, please contact Shelagh Quigley at [squigley@kfpl.ca](mailto:squigley@kfpl.ca). Accessible formats of this document will be made available upon request.

## **Review**

This plan will be updated when relevant changes occur (e.g. washroom accessibility improvements) and reviewed every five years.

## **Appendices**

- a. Accessible Equipment, Services and Branches

## **Appendix A: Accessible Equipment, Services and Branches**

### **Accessible Formats (available at all branches)**

Many of the resources available at the Kingston Frontenac Public Library are suited to accessibility needs:

#### **▶ Vision Enhancements**

- Downloadable E-audiobooks
- Downloadable E-books – the settings can be adjusted with the majority of our downloadable e-books to suit personal preferences for text size and typeface
- Books on CD
- DAISY (Digital Accessible Information System) books
- Large Print Books
- Descriptive video available on some DVD's

#### **▶ Hearing Enhancements**

- Many DVDs have the sub-title option
- Many of our databases have text-to-speech capability
- Audio induction loop system for meetings in Meet 1 of the Central Branch

#### **▶ Digitized Materials**

- Digitized archival materials are available for early editions of the Kingston area newspapers and for some other resources from our Kingston Collection and Special Collections

## **Services (available at all branches)**

Patrons who are housebound for three months or longer are eligible to sign up for our home library service. Depending on geographic location, availability of delivery drivers, and patron need, books will either be delivered once a month or sent via Canada Post should a patron be unable to visit a branch.

## **Equipment**

All patron computers are using Windows and have available the Ease of Access Magnify utility.

Select computers at various branches have been equipped with additional applications and hardware for ease of accessibility. These accessible computer stations are available at the following branches: Central, Calvin Park, Isabel Turner, Pittsburgh, Rideau Heights and Sydenham.

### **Accessible Computer Stations Provide:**

#### **▶ Table:**

- Motorized height adjustable
- Adjusts between 27 – 39 inches in height
- Large surface area

#### **▶ Monitor:**

- 24 inch flat panel
- LED

#### **▶ Keyboard:**

- Large 36 point font characters

- High contrast colours (Black on Yellow)
- Interactive software buttons (Zoomtext Magnifier and Reader)
- ▶ **Mouse:**
  - 3 inch Trackball
  - Requires less fine motor to control
  - Large and high contrast buttons
  - Connection for secondary mouse
- ▶ **Low Vision Software:**
  - Zoomtext Magnifier and Reader
  - Functions are accessible through marked keyboard buttons
  - Reads documents, webpages and email
  - Magnifies the viewing area

## **Branch Features**

- ▶ **Arden:**
  - Wheelchair accessible
  - Wheelchair accessible washroom in Centre (no automatic door opener)
- ▶ **Calvin Park:**
  - Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible washrooms
  - Height adjustable study carrels

- Height adjustable self-serve check-out
- Accessible computer station
- ▶ **Central:**
  - Elevator
  - Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible washrooms
  - Areas of refuge - stairwells
  - Adult change table
  - Multiple height service desks
  - Height adjustable self-serve check-out
  - Accessible computer station
  - Accessible catalogue
  - Magnifier
  - Envoy Connect Players
- ▶ **Cloyne:**
  - Wheelchair accessible (collection only)
- ▶ **Hartington:**
  - Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible washroom (no automatic door opener)
- ▶ **Howe Island:**
  - Wheelchair accessible
- ▶ **Isabel Turner:**

- Elevator
  - Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible washrooms (no automatic door opener)
  - Multiple height service desks
  - Height adjustable self-serve check-out
  - Accessible computer station
- ▶ **Mountain Grove:**
- Wheelchair accessible
  - Wheelchair accessible washroom
  - Height adjustable service desk
  - Accessible computer station
- ▶ **Parham:**
- Wheelchair accessible
  - Wheelchair accessible washroom
  - Accessible computer station
- ▶ **Plevna:**
- Wheelchair accessible
  - Wheelchair accessible washroom (no automatic door opener)
- ▶ **Pittsburgh:**
- Wheelchair accessible
  - Wheelchair accessible washroom (no automatic door opener)

- Accessible parking
  - Height adjustable self-serve check-out
  - Accessible computer station
- ▶ **Rideau Heights:**
- Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible family washroom
  - Wheelchair accessible service desk
  - Height adjustable self-serve check-out
  - Accessible computer station
- ▶ **Sharbot Lake:**
- Wheelchair accessible
  - Wheelchair accessible washroom (no automatic door opener)
- ▶ **Storrington:**
- Wheelchair accessible
  - Wheelchair accessible washroom
- ▶ **Sydenham:**
- Wheelchair accessible
  - Accessible parking
  - Wheelchair accessible washrooms
  - Accessible family washroom
  - Height adjustable self-serve check-out
  - Accessible computer station



▶ **Wolfe Island:**

- Wheelchair accessible