

# Tips for Physical Accessibility

The following is a list of attributes and qualities that help make a physical space accessible. While not all of these are things libraries may have absolute control over, they're all things to be mindful of as you try to make your library more accessible.

## 1. Parking

- a. Need 1 handicap space for every 25 parking spots
- b. Handicap spaces must be 8 ft wide with 8 ft aisle, and be on a hard, level surface
- c. There must be adequate signage indicating where handicap spaces are
- d. If there is a curb, the curb cut must be near the building entrance

## 2. Signage

- a. Signs should be large, readable, and not too high for those in wheelchairs to read
- b. Signs with braille on them must be placed where blind individuals can read them

## 3. Path and Doors

- a. Path should be smooth with a hard surface and no obstacles
- b. Path should be at least 36 in. wide and have a ramp if necessary
- c. Door openings should be 36 in. wide and should be easily opened
- d. Thresholds cannot be more than 1/4 in. high
- e. Label inaccessible entrances and provide directions to accessible entrances

## 4. Elevators and Stairs

- a. If building is more than one level, have an accessible elevator
- b. Stairs should be at least 36 in. wide and have hand-rails
- c. Steps should be non-slip and no more than 11 in. high

## 5. Floors

- a. Floors should be flat, smooth, without debris or obstacles, and not in loud colors

## 6. Lighting

- a. Lights should be strong, uniform, and glare-free
- b. Walls should not be in dark colors

## 7. Public Access Catalogs and Computer Stations

- a. Computers should have 36 in. of clear space around them
- b. Computers should be accessible for those who would sit in front of them

## 8. Furniture

- a. Furniture should have 40 in. of clear space around them
- b. Tables should have 27 in. high clearance and 19 in. of depth underneath

## 9. Periodicals and Stacks

- a. Top row of periodical section should not be more than 48 in. high
- b. Should have a sign indicating you can ask for assistance to reach items
- c. Have 36 to 42 in. aisles in the tacks area

## 10. Checkout

- a. Counter must be 36 in. high and at least 36 in. long

**11. Reference or Help Desk**

- a. The desk shouldn't be too high for a person in a wheelchair, but can have a lower section or make other accommodations

**12. Restrooms**

- a. Restrooms should never be blocked
- b. Stalls should be 5 ft. by 5 ft. and have grab bars
- c. Pictures should not be higher than 48 in.
- d. Sinks should be push handle or motion activated