AUTISM-READY LIBRARIES

Environmental Audit Checklist

The environmental audit is designed to help library professionals improve access to the library for autistic children and their families. This resource includes:

- **A general area checklist** - this checklist is best for common areas in your library
- **A library program checklist** - this checklist is best for meeting rooms and other program spaces in your library

General Area Checklist

Mitigating or removing sensory and physical access barriers in your library spaces is an important part of autism-inclusive services. Use this checklist to audit your library spaces: What elements does your space have? What elements might it need? This checklist can help spark conversations among staff and management on how best to address accessibility concerns for autistic children and their families.

Accessibility Type	Action
Visual Sensory Accessibility - Addressing or mitigating barriers related to sight stimulus	☐ Clearly differentiate areas of the library with signs, furniture, or colored tape ☐ Use natural lighting and/or dim lights where possible ☐ Turn off or cover fluorescent lights where possible ☐ Limit visual clutter around signs or instructions
Auditory Sensory Accessibility - Addressing or mitigating barriers related to sounds and noise	☐ Offer quiet areas in your library; designate a separate room as a quiet escape if available ☐ Use rugs or carpet runners on hard floors to limit echoes ☐ Close windows and doors where possible ☐ Place sound dampening tiles on walls in echoing spaces ☐ Keep note of low traffic times in the library to offer to families with autistic children
Physical Accessibility & Safety - Addressing or mitigating barriers to improve mobility and remove potentially harmful obstacles	☐ Make sure there is a wide and clear path from the entry way and around each designated area in the library ☐ Allow 4 feet of space between chairs, around tables, and between stacks ☐ Provide wheelchair accessible seating and computer use ☐ Use slotted covers on trash and recycling bins ☐ Cover outlets in the children's area ☐ Keep unused push pins on message boards at the top of the board, or in a drawer at the information desk

Library Program Checklist

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Use this checklist to audit your library program space. This checklist can help you prepare a meeting room or storytime area to best support autistic children and their families.

Accessibility Type	Action
Visual Sensory Accessibility - Addressing or mitigating barriers related to sight stimulus	☐ Remove posters and displays from the presenter space ☐ Keep craft and activity materials out of view until it is time to use them ☐ Use natural lighting and/or dim lights ☐ Turn off or cover fluorescent lights
Auditory Sensory Accessibility - Addressing or mitigating barriers related to sounds and noise	☐ Close windows and doors when the program is in session ☐ Select a carpeted space for attendees to participate on, or cover hard floor surfaces with a rug or floor runner ☐ Schedule the program for a low traffic time in the library if possible
Predictability - Addressing or mitigating barriers due to uncertainty or not knowing what will happen	☐ Use carpet squares, colored place dots, or colored tape to section off the area where children and their families will watch her present ☐ Neatly set out tables and chairs in the back of the room for a craft and activity space ☐ Organize the presenter space prominently, and face chairs towards the presenter space
Physical Accessibility & Safety - Addressing or mitigating barriers to improve mobility and remove potentially harmful obstacles	☐ Make sure all stacked chairs and unused tables are removed from the meeting room ☐ Make sure there is a wide and clear path from the entry way and around each designated activity area. Allow 4 feet of space between chairs, and around all tables ☐ Place trash and recycling bins just outside of the meeting room, and to the side of the doors ☐ Verify that outlets are covered, and any thumbtacks or sharp objects on message boards are out of reach

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