ASSESSMENT TOOL

PROJECT   Making my library a Safe Space for Neurodivergent Users   **LIBRARY NAME**   [Library's name]

PROJECT LEAD   [Project Lead's name]   **DATE**   5/31/22

CATEGORIES	ADDITIONAL INFO	WHERE ARE WE AT NOW?			IF YOU DON'T HAVE IT, IS IT FEASIBLE? WHAT CONSTRAINTS DO YOU HAVE?			WHAT DO WE NEED TO COMPLETE THIS?			WHERE TO NOW?		
		WE DON'T HAVE/DO IT	WE COULD IMPROVE IT	WE ARE ALREADY DOING IT!	YES (no constraints)	MAYBE (some constraints)	NO (too many constraints)	STAFFING	FUNDING	SPACE	DO MORE RESEARCH	LOOK FOR FUNDING	IMPLEMENT IT
Technology/Equipment													
Assistive Technology	Do you have any technology for checkout to this community?												
Computer Accessibility	The accessibility of a computer system to all people, regardless of disability type or severity of impairment.												
Web Accessibility	Web accessibility means that websites, tools, and technologies are designed and developed so that people with disabilities can use them.												
Accessibility of documents and photos	examples: closed-captioning, text-to-speech, accessible audio description, keyboard shortcuts, screen readers												
AAC Devices	augmentative and alternative communication (AAC) device, is a tablet or laptop that helps someone with a speech or language impairment to												
Computer Hardware	Do you have accessibility features on your computers and equipment (i.e. keyboard, mouse, headphones)?												
Spaces													
Sensory rooms	Do you have a sensory room? If not, can you create one? Resource Guide includes ideas to create one on a budget and with limited space.												
Quiet space	Area(s) where people can go to decompress if feeling stressed/triggered.												
Lighting	Are you able to dim lights in some areas of the library?												
Signage	Proper signage in general to help direct patrons in addition to specific signage for quiet spaces, sensory rooms, etc.												
Equal access to spaces	Do you allow adults with disabilities in the children areas? If so, how do you address questions/inquiries regarding it? If not, how do you handle such												
Furniture	Furniture that is designed for neurodiversity (i.e. calming colors such as green or violet, symmetrical patterns, balanced and proportioned dimensions)												
Computer lab	Do you have a dedicated space for people to use the computers undisturbed or where they can freely make noise? Do you have adaptative computers												
Services/Programs													
Sensory/Inclusive Story Times	Interactive story time that engages a child's senses, includes sensory toys, calm down time, and in inclusive to all.												
Book clubs	Book club in person or on Zoom for adults with adaptive needs (i.e. Next Chapter Book Club)												
Activities	Some examples: games, arts and crafts, workshops, library tours, tech help.												
Adult Literacy program	One-on-one tutoring or small group classes to help adults improve their literacy skills, including adults with learning disabilities.												
MakerSpace activities	Interactive hands-on activities with MakerSpace equipment (i.e. virtual reality, coding, robot kits, 3D printing, sewing)												
Volunteer Opportunities	Volunteers to host programming that include neurodivergent patrons (i.e. book clubs, group activities, adult literacy, sensory storytimes), having diverse												
Social Groups	Do you have socialization opportunities for the neurodivergent community, such as fun activities or social hours?												
Collections													
eMedia (eBooks, audioBooks, music, videos, etc.)	Are all of your eMedia collections ADA compliant? If not, do you have a plan to address a need/complaint?												
Book/videos written by and/or for the community.	Review if you have any book/videos written by and/or for the ND/ID community. Purchase if collection is lacking.												
Physical/digital displays	Create physical/digital displays that promote these collections.												
Specialized collection of materials	Materials for the ND/ID community to checkout or use in-person (i.e. noise reduction headphones, fidget toys, weighted lap pad)												
Large print	Evaluate how robust your large print collection is. Including teen and children's books.												
Resource list	Resource list of support services, affordable therapy and education, non-profit and government agencies.												
Staffing/Training													
Research	How large is the ND/ID community in your library?												
Dedicated Staff	Do you have dedicated staff to support the ND/ID community?												
Hiring plan	IF there is a large community and you currently don't have staff to support how can you incorporate that into the hiring plan?												
Staff from the community	How do you support members of the ND/ID community who work at the library?												
Training	Does your Library currently offer training specifically on serving ND/ID populations?												
Funding	Does your library have funding to provide these types of training?												
Work time	Examples: flexible work schedule for neurodivergent employees												
Partnerships													
Regional Center	Can provide staff training, parenting workshop, pamphlets, etc.												
Easterseals	Easterseals offers hands-on, comprehensive programs & support for those with disabilities.												
Local Community Colleges	Disability Resource Centers, Disability Programs and Services												
Local School Districts	Transitional program for highschoolers hosted at library, library tours												
Non-Profits	Programming opportunities, resource booths.												
Policies													
Access policies	Examples: More accessible spaces for neurodivergent adults (e.g. being permitted in the children's area or having an alternative space for them, study												
Loan periods	Example: Flexible loan periods on an as-needed basis												

ASSESSMENT TOOL

Smartsheet Tip ➜ Mark your progress for each of the categories

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PROJECT LEAD	[Project Lead's name]	DATE	5/31/22

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Fines	Examples: Flexibility with fines												
Accommodations	If you can't accommodate or allow for their access, do you have a policy for alternative accommodations? If so, does your staff have training on how to												
Evaluations													
Surveys	Are you including the neurodivergent community in library surveys?												
Impact Studies	Are you including the neurodivergent community as one of your target audiences in your impact studies?												
Feasibility Studies	How feasible are any of these initiatives? Do you have space? funding? staff?												
Service Evaluation	Are you including the neurodivergent community in library service evaluations and considering services that are specific to them?												
Grant reports	Example: Including data related to the neurodivergent community												
Other													
	Details here												
	Details here												
	Details here												
Other													
	Details here												

RESOURCE GUIDE

RESOURCE NAME	DESCRIPTION	MORE INFORMATION
Technology/Equipment		
Bionic Reading	With Bionic Reading, we aim to promote reading and comprehension of textual content in a hectic and noisy world.	https://bionic-reading.com/
Making Electronic Resources Accessible in Libraries by Disabilities, Opportunities, Internetworking, and Technology (DO-IT)	This publication focuses on how libraries can ensure that everyone has access to their electronic resources. It discusses access, legal, and policy issues and presents	https://www.washington.edu/doit/making-electronic-resources-accessible-libraries
Voluntary Product Accessibility Template (VPAT™)	A Voluntary Product Accessibility Template (VPAT™) is a document that explains how information and communication technology (ICT) products such as software, hardware,	https://www.section508.gov/sell/vpat/
Spaces		
Sensory Rooms 101 by Edutopia	After we published a video about a special room designed to help autistic kids calm and focus themselves, you had questions. Here's what it takes to create this kind of space.	https://www.edutopia.org/article/sensory-room-101-betty-ray
Fun & Function	We create sensory rooms worldwide -- in schools, universities, airports, stadiums, hotels, workplaces and homes. Benefit from our exceptional quality, safety record, complimentary	https://funandfunction.com/sensory-space
DIY Sensory Rooms on a Budget! by Parenting Special Needs Magazine	We know that sensory rooms have a huge calming effect on our children, so, we challenged a couple of moms (and two behavior therapists) to come up with some DIY, low-cost solutions	https://www.parentingspecialneeds.org/article/diy-sensory-rooms-budget/
How to create a sensory room on a budget by Jason Hinklin-Lauderdale	Creating an effective sensory space doesn't have to be expensive or require an entire room of your house. Just take a look at the following tips we've compiled to help you build a sensory	https://www.especialneeds.com/blog/budget-sensory-room-building/
ENABLING SPACES NEURODIVERSITY-FRIENDLY LIVING SPACES AND WORK PLACES by NeurodiversityHub	This community of practice aims to inform how the design of environments, whether it be homes, urbanised places or office spaces, should consider the neurodiversity community and	https://www.neurodiversityhub.org/enabling-spaces
AUTISM PLANNING AND DESIGN GUIDELINES 1.0 by THE OHIO STATE UNIVERSITY CITY AND REGIONAL PLANNING STUDENTS	Our research culminated in the creation of a planning and design strategy: The Six Feelings Framework. These six feelings combine to promote feelings of being included. When	https://www.housingonline.com/wp-content/uploads/2019/11/Autism-Planning-Design-Guidelines-December-2018.pdf
Designing For Neurodiversity And Inclusion by Kay Sargent	Neurodivergents tend to be high energy, out of the box thinkers, excel in a crisis, and be bold problem solvers, but navigating the modern workplace can be a challenge. Not only is designing	https://www.workdesign.com/2019/12/designing-for-neurodiversity-and-inclusion/
THE NEURODIVERSE WORKPLACE: A SPACE FOR ALL TO THRIVE by Insightful Environments	The modern workplace is challenging for many people. The bustle and noise that comes with an open-plan office can be distracting for those who need quiet to do their best work. But for	https://www.ie-uk.com/blog/the-neurodiverse-workplace
Creating Safe Spaces for Neurodivergence in the Workplace by SusanFitzell	I want to talk about a "safe space" as being a place where neurodivergent workers are safe to be themselves.	https://susanfitzell.com/creating-safe-spaces-for-neurodivergence-in-the-workplace/
Services/Programs		
10 ACTIVITIES FOR NEURODIVERSITY CELEBRATION WEEK by and Next Comes L	Looking for activities for Neurodiversity Celebration Week? Try these ideas, printables, and resources.	https://www.andnextcomesl.com/2021/03/neurodiversity-celebration-week-activities.html
Suggested Activities by Neurodivergent Celebration Week	Includes printables, ideas, and suggested activities.	https://www.neurodiversityweek.com/suggested-activities
The Tovertafel	The Tovertafel is an award-winning serious games system for dementia and intellectual disability care.	https://www.tover.care/us/
Top 5 Games for People With Intellectual Disabilities by The Baddour Center	Video games are fantastic teaching and learning tools. They entertain us, alleviate stress, foster creativity, problem-solving skills, reading comprehension—The list goes on and on.	https://www.baddour.org/blog/posts/top-5-video-games-for-people-with-intellectual-disabilities
Parents, check out these simple and engaging games and activities for children with special needs and autism by Aarthi Arun	All children benefit from play, but an autistic or special needs child may find it difficult to participate in traditional games. Here are 10 games that such children can engage in	https://www.parentcircle.com/games-and-activities-for-special-needs-and-autistic-children/article
Next Chapter Book Club	Helping people with disabilities enjoy books, friends, and their community.	https://www.nextchapterbookclub.org/
Collections		
Special Needs Resource Center by Santa Cruz Public Libraries	Parents, educators, individuals, and the entire special needs community have access to a variety of resources through the collection, including reference books, legal manuals, videos	https://www.santacruzpl.org/services/detail/42/
Inclusion Tool Kits by San Francisco Public Library	A variety of simple devices are available for use inside all SFPL libraries. Ask for them at reference desks at each branch library and in Deaf Services, Talking Books and Braille Center,	https://sfpl.org/services/accessibility-services/accessible-technology/inclusion-tool-kits
Staffing/Training		
Able ARTS Work Learning	Able ARTS Work "Learn for Life" online learning offers nearly 40 years of subject matter expertise to you. Our virtual classes entail inclusive learning opportunities for all people who	https://www.ableartslearnforlife.org/
California Libraries Learn (CALL)	Fostering learning and growth in all California library staff by providing quality continuing education and professional development.	https://callacademy.org/
Training - NeurodiversityHub	CHANGING THE NARRATIVE ABOUT AUTISM THROUGH AWARENESS, EDUCATION AND ENGAGEMENT.	https://www.neurodiversityhub.org/training
Project ENABLE	Expanding Non-discriminatory Access By Librarians Everywhere	https://projectenable.syr.edu/
Partnerships		
EasterSeals	Through Easterseals services and programs, we aim to address disparities throughout multiple diverse populations, specifically within the social determinants of health — including access to	https://www.easterseals.com/
Regional Center	DDS oversees the coordination and delivery of services for Californians with developmental disabilities through a statewide network of 21 community-based, non-profit agencies known as	https://www.dds.ca.gov/rc/
Able ARTS Work	We believe music and art are vital tools to liberate and transform lives. Our guiding philosophy "Love before Learning" ensures that each and every person is welcomed and cherished as an	https://www.ableartswork.org/
Policies		
Services to People with Disabilities: An Interpretation of the Library Bill of Rights by the American Library Association	Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more	https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities

Other		
Resources for Transition Age Youth with Disabilities by California Department of Social Services	Transition age youth with disabilities are one of the most vulnerable populations within the foster care system. This population may need additional support as they face unique	https://www.cdss.ca.gov/inforesources/foster-care/resources-for-transition-age-youth-with-disabilities
Inclusive Postsecondary Education for Students with Intellectual Disabilities by National Parent Center on Transition and Employment	Learn why inclusive postsecondary education is important (and possible!) for students with intellectual disabilities, how to find the right program, how to prepare, and how to stay involved	https://www.pacer.org/transition/learning-center/postsecondary/college-options.asp
Transitioning to Life After High School by National Center for Learning Disabilities	After 12th grade, individuals with learning and attention issues will only receive accommodations^ in college or the workplace if they disclose their disabilities. But many	https://www.ncld.org/research/state-of-learning-disabilities/transitioning-to-life-after-high-school/
Supporting the Parent Centers Who Serve Families of Children with Disabilities by Center for Parent Information and Resources	The people who work on the CPIR are not just advocates by profession—everyone on ou	https://www.parentcenterhub.org/
CA Department of Developmental Services	The California Department of Developmental Services (DDS) works to ensure Californians with developmental disabilities have the opportunity to make choices and lead independent,	https://www.dds.ca.gov/