QSAC – TECHNOLOGY – APPENDIX E

Does your technology support your library's mission and your patron's needs? This appendix also includes a section on assistive technology, items or pieces of equipment used to increase, maintain, or improve the functional capabilities of individuals with disabilities.

Resources

- Tech Soup for Libraries, a Gates funded project where libraries share their technology best practices and tips in 'cookbooks'. The materials are intended for small libraries with limited technology staff. Currently they have *Planning for Success, Recipes for a Five Star Library*, and *Small and Rural Libraries* as well as webinars and other resources.
- *Technology for Results: Developing Service-Based Plans* by Diane Mayo. Chicago: PLA, 2005.
- *Technology Made Simple: An Improvement Guide for Small and Medium Libraries by* Kimberly Bolan and Robert Cullin. Chicago: ALA, 2006.
- Technology Assessment for Your Library toolkit from Superiorland Library Cooperative.

Universal Service Fund

The Universal Service Fund (USF) checklist for technology plans is below and can also be found at their site: Technology Planning.

1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
2. The plan has a professional development strategy to ensure that staff knows how to use the new technologies to improve education or library services.
3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
4. The plan addresses hardware and software that meet the library needs of disabled patrons.
5. The plan provides for a sufficient budget to acquire and maintain the hardware, software, professional development, and other services that will be needed to implement the strategy for improved education or library services.
6. The plan includes an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

ADAPTIVE TECHNOLOGY

The following are short descriptions of some recommended adaptive technologies. It is not a complete list of adaptive technologies, and library may use other methods to qualify for QSAC certification.

Adjustable Table A dual surface adjustable table employs either a crank or electronically operated mechanism to raise and lower the surface. The dual surface feature allows the keyboard surface to be set either higher or lower than the rest of the table to accommodate various wheel chair heights.

Closed-circuit television (CCTV) system uses a stand-mounted or hand held video camera to project a magnified image onto a video monitor or a television (TV) screen. There is considerable versatility in types of CCTV systems available today. Cameras with zoom lenses provide variable magnification and are used in the more expensive CCTVs. In most of these systems, magnification level and focus are set after choosing a comfortable and functional working distance between the camera and the material to be viewed. Lower cost CCTVs often use cameras that have a fixed focus and cannot vary magnification or camera-to-target distance.

Keycap Labels Large print stick-on key labels help patrons who are partially sighted and have difficulty seeing the small-sized letters on standard keyboard keys.

Large Key Keyboard New computer users with low vision have difficulty distinguishing the separate keys on the computer keyboard. Additionally, some patrons have motor control difficulties with their hands. For instance, people with Parkinson's often find it problematic to hit the correct key because of hand tremors. A keyboard with one-inch square keys is one way to address this problem.

Reading Machines come in two configurations, stand-alone or computer program. They both use Text to Speech (TTS) software to convert machine-produced text into the spoken word. With either configuration you can read a single page or a complete book. The software programs allow for editing of your information on the fly. These programs can be used with a variety of off-the-shelf scanners. The stand-alone machines do not require knowledge of computer skills to operate them.

Screen Readers and Synthetic Speech Access A synthetic speech system is composed of two parts: the synthesizer that does the speaking, and the screen reader that tells the synthesizer what's on the screen to "read."

Screen magnification software is used to magnify the text and graphics that appear in programs and applications. Most Windows screen magnification programs can magnify all screen items, including the mouse pointer, text cursor, icons, buttons, and title bars. In addition, some programs provide a set of mouse tracking features, such as the option to

link the mouse pointer to screen movement, increase the size and visibility of the mouse pointer, and limit mouse movement to horizontal or vertical directions only.

Trackball This device is recommended for patrons with limited hand or finger mobility. Its operation requires less manipulation than a standard mouse, thereby reducing strain on the patron's hand.

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