



Access Plan Worksheet Example 1

ADAAG: Effective Communication 36.301 to 36.310 (Title III Regulations)

Institutional Priority (circle one)

Immediate

Short-Term (<6 months)

Long Term

Barriers to address	Steps to reach solutions	Staff & others responsible	Budgetary considerations	Start date	Expected completion date
Make information in bimonthly newsletter accessible to people who are blind or have low vision	Resources used for this plan: <i>ADA Fact Sheet 2: Providing Effective Communication</i> ; <i>Title III Technical Assistance Manual</i> , section 4.3200; <i>Smithsonian Guidelines for Accessible Exhibition Design</i> , "Checklist for Publications," Appendix; <i>Everyone's Welcome</i> , published by American Association of Museums, pp. 13-15, 25, 27, 52, 123; <i>Design for Accessibility: An Arts Administrator's Guide</i> , Tab 21 and Tab 22.	J. Bird, Arts Education & Accessibility Coordinator	Staff Time: \$ _____ * 16 hours research * 4 hours/ newsletter		
	Collect samples of alternate formats (large print, Braille, audio tape, electronic documents on disk or online) produced in-house and by other organizations.		Alternate format provider fees: * Studio time for recording audio tapes: \$ <u>75/ issue</u>	March 2000	May 2000
	Talk with staff responsible for administering these services.		* Set up for disk format: \$ <u>25/ issue</u>	April 2000	June 2000
	Consult with potential users; use collection of samples of alternate formats as basis for conversation.		* Production time: \$ <u>25/ issue</u>	May 2000	June 2000
	Research providers of alternate formats, including costs and time needed to produce the materials.		* Supplies: \$ <u>1.25/disk</u> \$ <u>4/cassette</u> estimate two of each	June 2000	July 2000
	Research feasibility of producing various alternate formats in-house.			Ongoing, start with Sep/Oct 2000 issue	Ongoing, start with Sep/Oct 2000 issue
	Decide which format(s) best suit the needs of users and of science center. Decide who will produce the format(s).				
Send electronic and hard copies of newsletters to alternate format provider. Distribute newsletter in alternate formats.					