
Project Owner:

Appendix E: Universal Design Checklist

Purpose

Digital projects often use a variety of elements on their webpages; this includes, images, charts, data visualizations, videos, audio, 3D objects, interactive or dynamic objects, and text in many forms such as PDF, word processing document, and schemas such as XML, HTML, or TEI. As part of digital project design and dissemination of projects on websites, it is paramount that steps be taken to assure these elements, both holistically and individually, are accessible and designed with universality in mind.

Universal design (UD) benefits everyone, not just those with disabilities (Ng, 2017). In her practical guide, Ng covers writing for the web, proper usage of links, audio and visual content including embedding third-party content, among other helpful design considerations. Accessibility and universal design considerations for digital products help to enable the preservation and wider use of such products for the long-term. The objective of this of this document is to present a basic, consolidated resource. It is not meant to be a definitive representation of all UD aspects.

Objectives

- To aid in the fulfillment of making a good faith effort at addressing accessibility and universal design considerations for digital products;
- Provide guidance on understanding and developing products with the user experience in mind;
- Continue the re-evaluation of workflow procedures as part of the continuous cycle of development for digital projects;
- Use the UD Checklist as a guiding practice until a professional Web Developer and/or Accessibility Specialist is hired or joins your project team;

Instructions

Apply the UD Checklist to your finished digital project, the final version that will be published on the Web. As the UD Checklist tasks are completed, mark the corresponding box with a check mark and indicate the date of completion. Resources of the various tasks on the UD Checklist are available in the References/Plan Resources section of the Digital Project Preservation Plan (Full Plan Version 2).

Additional considerations should include the accessibility of non-HTML content such as embedded or downloadable PDF or text documents, spreadsheets, charts, graphs, and presentations placed online; and the use of captions and transcripts for videos or audio (ARL, 2013) used in digital projects. Other universal design considerations should include visual design with adequate spacing, mobile platform compatibility, use of headings, contrast with colors for text, and a focus that allows users to find and navigate the page with ease.

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Association of Research Libraries (ARL). (2013). Web Accessibility Toolkit. <http://accessibility.arl.org>

Ng, C. (2017). A Practical Guide to Improving Web Accessibility. *Weave: Journal of Library User Experience*, 1(7).

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Product Designation

From the list below, select which product type this checklist is based on:

Website Document Image Audio/Video 3D Object
AR/VR Other

Product Name [indicate the title of the associated project or file]

Organization

- Heading and subheading elements are used throughout and in proper sequencing
- Correct placement and use of project branding, include logos, fonts and placement
- Consistent colors and font sizes. Use easy to read fonts such as Arial, Calibri
- Sufficient color contrast in both text and graphics

Date for completed tasks above: _____

Documents

Created in an accessible form. See best practices #8 in the OER Accessibility Toolkit

Date for completed tasks above: _____

Images

Note: images can include photos, drawings, charts, graphs, and maps

Use of Alternative Text (alt-text) to describe the image function (skip if image is purely decorative and does not convey contextual information)

If image is placed on the webpage directly, make sure the HTML image source is responsive

Date for completed tasks above: _____

Links

Link name is contextual information, not generic

Link opens in the same window or tab; Or the new window or tab is mentioned in the link information

Confirm there are no dead links; all links open as intended

Date for completed tasks above: _____

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Audio

If audio files are used (without video or images), create an accessible transcript to accompany the audio files

Date for completed tasks above: _____

Video

Create closed captions for video and a transcript of the complete narration. The closed captions should be embedded in the video and the transcript should accompany the video file.

Date for completed tasks above: _____

Testing

Use the appropriate technology to test the digital product (for example, WAVE for websites; Screenreader device for websites and documents; Accessibility checkers for document creation)

Use of small group of beta testers on digital product. Select a variety of users; include student, faculty, and other users with varying levels of visual, hearing, motor and cognitive abilities.

Confirm any sensitive data is removed before publishing on the Web.

Date for completed tasks above: _____

Archival Copy

Save original format file in three different locations: 1) local machine; 2) external hard drive and 3) off-site external hard drive or cloud

[indicate file name/location saved] :

If original format is proprietary or closed, save an additional copy in an open format

[indicate file name/location saved]:

If published online, use of Web archiving tool for digital product (such as Wayback, Webrecorder)

[indicate web archive location, if applicable]:

Date for completed tasks above: _____