

Accessibility On-boarding for College and University Staff



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Presentation Roadmap



Roadmap

- **Project Overview**
 - **Organizational Structure**
 - **Project Phases**
 - **Lessons Learned**
 - **Related Projects**
 - **Q&A**
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Project Overview

Why Staff?

- Diverse service interactions
 - No accessibility training “ownership”
 - Complex tech ecosystem
 - Some existing practices create barriers
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Penn Libraries

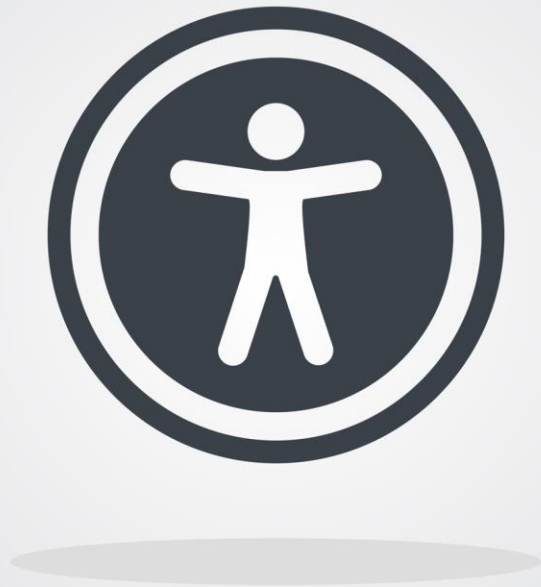


**Penn
Libraries**

Why Penn Libraries?

- “Heart of the University”
- Neutrality
- Community Engagement
- Innovation
- Spaces
- Technology

Accessibility and Learning Technologies (ALT)



Overview

ALT's History

- **Need for accessible documentation**
- **Connecting instructional support staff**
- **Development across
— teams**



Overview

ALT's Structure

- Large team of staff from across Penn
 - Smaller subteams for targeted projects
 - Regular sub-team share-outs
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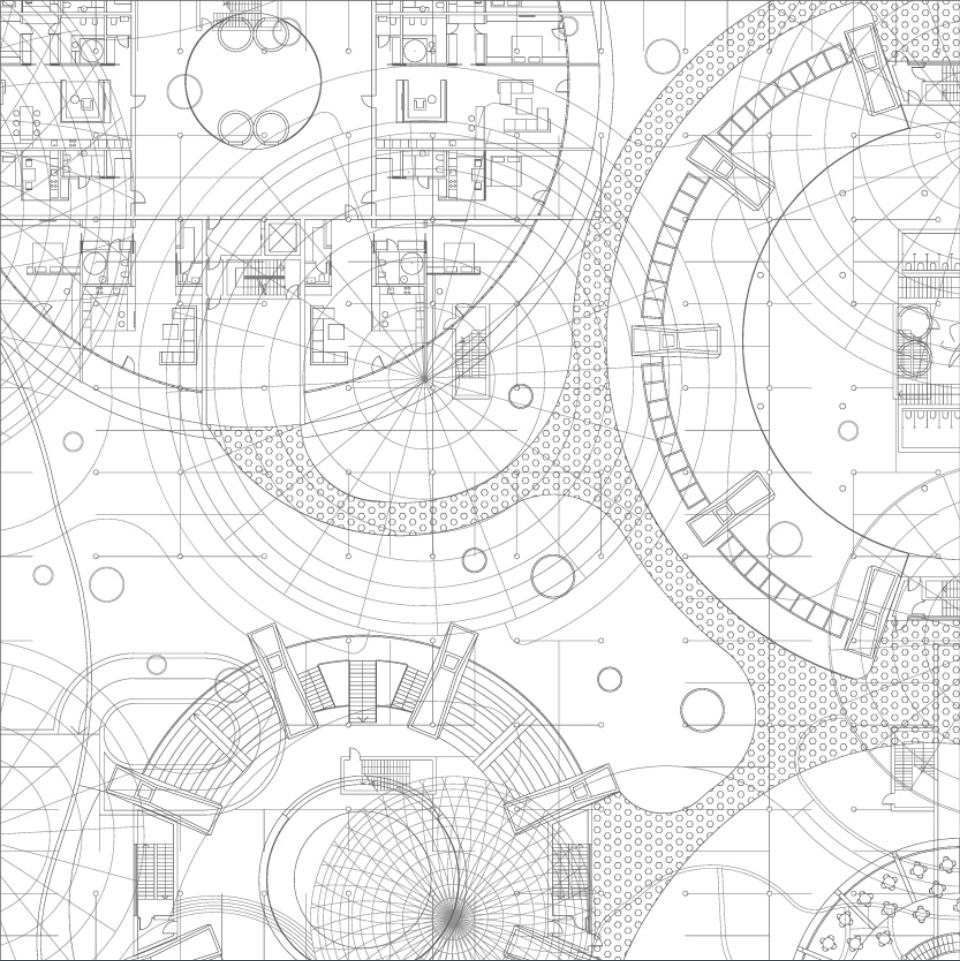


Staff Subteam

Our group within a group

- Librarians and IDs
 - Focused on staff resources
 - Complementary expertise
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Project Phases



Phase One

Drafting a site with general info

- Existing resources
- Audience needs
- Content structure



Phase Two

Soliciting audience input



- All Liaisons Meeting Presentation
 - Anonymous-feedback survey
 - Revision plan
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Phase Three

Input revision: current phase

- Identify gaps and refine language
 - Align collocated content
 - Revise site organization
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Lessons Learned



What We Learned

Our takeaways from the process

- **Communication**
 - **Common language and resources**
 - **Template for flexible work**
 - **Flexible timelines**
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Related Projects

Community-Building



- **Assistive Tech Fair**
 - **Guest-Speaker Series**
 - **Staff Lunch-n-Learns**
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Q&A