

## Diversity, Equity, Inclusion Audit v3 - Shared

### Diversity, Equity, & Inclusion Self-Assessment Audit (DEISAA) - V. 3: Accessibility

Before proceeding with the completion of this Audit, please read the following disclaimers:

- You are completing an updated version of the DEISAA. Initially based on version 2 of the Audit instrument, this version includes additional sessions and changes in wording that reflect suggestions made during pilot testing and through collaboration with individual libraries that have engaged in the audit process.
- This instrument is best completed by multiple members of your organization. It is very difficult for one person to truly know all the ins and outs of the organization. However, if an individual would like to complete the Audit in addition or instead of participating in the group process, those submissions are also welcome. The approach taken for group completion is up to the library. Suggestions can be found on this [document](#).
- The tendency is to respond to the statements and select ratings based solely on personal experiences. While this is understandable, respondents need to recognize that responding in this fashion may introduce bias into the ratings. For this reason, it is best if respondents identify or pinpoint concrete examples to help support ratings given to different activities.
- The ratings used in this Audit are only meant to offer the [Library] an indication of areas where you may want to focus more attention in terms of diversity, equity, inclusion, and accessibility (DEIA). The ratings do not indicate that [Library] is failing or succeeding at DEIA, only where work is being done or not done. Please do not see low ratings as a sign of failure or doing badly.
- It is up to the Library to discuss the ratings given to activities and the findings of the Audit to determine the DEIA areas you want to focus on. It is usually not feasible or possible to tackle all aspects of DEIA at one time. But focusing on aspects that are deemed important for the Library can provide a logical and manageable approach to furthering DEIA efforts.
- Your final scores and information about scoring in each section will be shared at the end of the Audit. You may choose to save a copy of the results (print, print to PDF, or screen shot) before closing the screen for ease of access to the results. Your results will be included in the final report delivered to the Library. If you need access to your results in raw format outside of the report, please contact Dr. Kawanna Bright at [drkawannab@gmail.com](mailto:drkawannab@gmail.com) to request that your results be downloaded and sent to you.

## Completing the Audit

### Rating Activities/Items

Please rate the following activities/items related to DEIA efforts that may take place in the library. You will be rating the activities/items based on the recent status of the library's involvement in or with that particular activity or item. Your rating is an indication of where the library currently stands in terms of engagement with or effort towards an activity/item. The rating options range from "non-existent," which indicates that the library is not addressing or not considering the activity/item; to "expert," which indicates full engagement with the activity/item.

Use the following information to determine the best rating for each activity/item:

- **Non-Existent:** The activity/item is not in place or not currently being considered by the Library.
- **Novice:** The library is considering this activity/item, but nothing concrete is in place yet.
- **Intermediate:** The library has implemented (or started) the activity/item recently. For ongoing/long term activities, there may not be data available yet for assessment of the activity. For one-time/short-term activities, there have been no efforts to determine impact of implementation.
- **Advanced:** The Library has been actively engaged in this activity/item for a short period of time. For ongoing/long term activities, data is available to begin assessment of the impact of the activity/item. For one-time/short-term activities, there have been efforts to determine impact of implementation.
- **Expert:** The Library has been fully engaged in this activity/item for an extended period of time. For ongoing/long term activities, data is available and has been used to assess the impact of the activity/item. For one-time/short-term activities/items, Impact of implementation has been determined; Updates or changes may have been made in response to assessment.
- **N/A:** The activity/item does not apply to the library. \*Please enter NA in the comments box.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating. \*Please enter DK in the comments box.

**Strategy**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
DEIA are explicitly addressed in the library's strategic plan								
DEIA are explicitly addressed in the library's mission statement								
DEIA are explicitly addressed in the library's vision statement								
DEIA are explicitly addressed in the library's values statement								
DEIA are explicitly addressed in the library's internal policies (e.g. hiring, promotion, etc.)								
A DEIA plan of action has been developed								
Library has defined what it means by DEIA								
Library has created a DEIA statement/stance								

**Structure**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library's administration employs a decision-making process that explicitly includes DEIA								
The library's administration is committed to assessing the library's' DEIA efforts								
The library's administration is dedicated to addressing the library's' DEIA needs								
The library has established clear internal channels to communicate DEIA efforts to all library employees								
The library has established clear internal channels for all employees to communicate about DEIA efforts								
The library's leadership has acknowledged the importance of DEI to the success of the library (as evidenced by actions such as inclusion of DEIA in the library's mission, vision, and values' statements)								
The library works with its employees from underrepresented groups to support its DEIA efforts								
The library has established financial resources within the budget to support DEIA efforts (e.g. training/learning opportunities, communications/outreach efforts, programs/services, and collection development)								

**Processes**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library collects DEIA-related data as part of organizational assessment								
The library has taken actions that have resulted in an increase in internal DEIA training/learning opportunities								
The library has taken actions that have resulted in an increase in internal DEIA programs/services								
The library has reviewed its collection development processes for DEIA elements								
The library has reviewed its collection development policies for DEIA elements								
The library has reviewed its instructional services practices for DEIA elements								
The library has identified gaps in DEIA programming, services, or training available to Libraries employees								
The library has established method(s) for collecting employee feedback related to DEIA education/training needs								
The library has established methods for collecting employee feedback about the Libraries' DEIA efforts								

**Rewards**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library has completed a salary equity study								
The library has policies in place for equitably supporting employee professional development								
The library has policies in place to support an equitable tenure process (if applicable)								
The library has policies in place to support equitable salary raises								
The library has policies in place to support equitable awarding of employee bonuses that are in addition to salary raises								
The library acknowledges employees' internal DEIA efforts								
The library acknowledges employees' external DEIA efforts								

## People

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library utilizes employee demographic data for use in assessing <b>representation</b> of historically underrepresented groups among its employees								
The library utilizes employee demographic data for use in assessing <b>retention</b> of historically underrepresented groups among its employees								
The library has assessed the climate of the organization								
The library has developed strategies to increase employee diversity								
The library has implemented strategies to increase employee diversity								
The library has created DEIA indicators for use in annual assessment of all employees								
The library has integrated DEIA indicators into the annual assessment of all employees								
The library offers all employees opportunities to engage in DEIA education/training								
The library requires all employees to participate in DEIA education/training annually								
The library supports employees' ability to participate in external DEIA education/training (i.e. approval, time off, financially)								

**External DEIA Efforts**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library has established collaborative partnerships with campus departments to advance DEIA at the Institution								
The library has assessed the demographic profile of their external community: faculty, staff, students, and the public								
The library has conducted an external community climate assessment (community defined by Libraries)								
The library has identified the gaps in DEIA programming offered to the external community								
The library has identified the gaps in DEIA services offered to the external community								
The library has assessed its collection's DEIA strength relevant to the external community's needs								
The library has a targeted community outreach plan to promote the library's DEIA efforts to its stakeholders								
The library has a targeted communication plan to promote the library's DEIA efforts to its communities								
The library has clear external channels of communication about DEIA efforts for the communities they serve								
Library employees contribute to the advancement of DEIA within their profession								



**Accessibility: Users**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library has assessed the accessibility of the physical library building for users								
The library has assessed the accessibility of the library's website								
The library offers assistive technology for in-library use								
The library offers assistive technology for use outside of the library								
Library employees are prepared to assist users with disabilities								
The library has assessed its collection for accessibility								
Library policies include allowances for users with disabilities								

**Accessibility: Employees**

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Don't Know	Comments, Notes, Evidence
The library has assessed the accessibility of the physical library building for employees								
The library ensures accessible office/work spaces for employees								
The library provides special equipment to support work needs of employees								
The library offers flexible schedules								
The library offers remote work options as needed								
The library offers confidential means for employees to disclose a disability status								
The library encourages sensitivity training for all employees								