

Accessibility & annual subscription review: Incorporating accessibility into subscription review scorecards

Background

Conifer University Library conducts an annual subscription review. The library uses a scorecard to combine multiple evaluation criteria into a single score for each resource. To ensure that the library's subscriptions serve the needs of all library users, this scorecard includes a score of the vendor's commitment to accessibility. This score is based on an evaluation of the vendor's accessibility documentation.

Procedure

1. Collect documentation

Vendor Accessibility Conformance Reports (ACRs) are saved in a document library with metadata fields for each criterion on the library's ACR evaluation checklist:

- Report date
- WCAG criteria included in report
- VPAT version
- ACR availability (public web or by request)
- Evaluation methods used

If the library does not have an ACR on file for a product or if the ACR on file is more than a year old, search the product or vendor site for available accessibility documentation. If there is no publicly available accessibility information, contact the vendor and request documentation.

2. Scoring

Review the ACR and assign points for each of the following criteria.

Criterion	Points
Availability	1 - ACR available on the public web. 0.5 - ACR available by request. 0 - No ACR.
Currency	1 - Report has been created or updated within the last two years. 0.5 - Report is 2 to 4 years old. 0 - Report is 5 or more years old.
WCAG Standard	1 - Report covers WCAG 2.2 standards. 0.5 - Report covers WCAG 2.1 standards. 0 - Report does not cover WCAG 2.1 or 2.2.
Evaluation Methods Used	1 - Report lists specific assistive technologies and evaluation methods. 0.5 - Report lists broad categories of technologies and methods or is otherwise vague (“Based on general product knowledge”). 0 - Blank.
Accessibility/Remediation Roadmap	1 - Vendor has completed an accessibility roadmap identifying accessibility gaps and providing a remediation timeline. 0.5 - Minimal detail about plans to address accessibility issues. 0 - No information provided about accessibility remediation.

If there is no ACR available for the resource, assign it an Accessibility score of 0.

Enter final Accessibility scores into the main subscription scorecard.