

Diversity, Equity, Inclusion Audit v3 w/ Accessibility

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

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

- You are completing a version of the DEISAA created specifically for the [Library Name]. This instrument is based on version 2 of the Audit instrument which represents updates applied to the original version of the Audit following pilot testing. In addition, this version of the Audit includes an additional section addressing accessibility.
- This instrument is best completed by multiple members of your organization. For your organization [description of plan to complete the audit]. 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 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 [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 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, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **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.

Q3 Strategy

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, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.

- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
DEIA are explicitly addressed in the library's strategic plan (1)							
DEIA are explicitly addressed in the library's mission statement (2)							
DEIA are explicitly addressed in the library's vision statement (3)							
DEIA are explicitly addressed in the library's values statement (4)							
DEIA are explicitly addressed in the library's internal policies (e.g. hiring, promotion, etc.) (5)							
A DEIA plan of action has been developed (6)							
Library has defined what it means by DEIA (7)							
Library has created a diversity statement/stance (8)							

Q4 Structure

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, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library's administration employs a decision-making process that explicitly includes DEIA (1)							
The library's administration is committed to assessing the library's' DEIA efforts (2)							
The library's administration is dedicated to addressing the library's' DEIA needs(3)							
The library has established clear internal channels to communicate DEIA efforts to all library employees (4)							
The library has established clear internal channels for all employees to communicate about DEIA efforts (5)							
The library's leadership has acknowledged the importance of DEIA to the success of the library (as evidenced by actions such as inclusion of DEIA in the library's mission, vision, and values statements) (6)							

The library works with its employees from underrepresented groups to support its DEIA efforts (7)							
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) (8)							

Q5 Processes

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, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library collects DEI-related data as part of organizational assessment (1)							
The library has taken actions that have resulted in an increase in internal DEIA training/learning opportunities (2)							

The library has taken actions that have resulted in an increase in internal DEIA programs/services (3)							
The library has reviewed its collection development processes for DEIA elements (4)							
The library has reviewed its collection development policies for DEIA elements (5)							
The library has identified gaps in DEIA programming, services, or training available to library employees (6)							
The library has established method(s) for collecting employee feedback related to DEIA education/training needs (7)							
The library has established methods for collecting employee feedback about the library's DEIA efforts (8)							

Q6 Rewards

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

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- **Intermediate:** The library has implemented (or started) the activity/item recently, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.

- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library has completed a salary equity study(1)							
The library has policies in place for equitably supporting employee professional development (2)							
The library has policies in place to support an equitable tenure process (if applicable) (3)							
The library has policies in place to support equitable salary raises (4)							
The library has policies in place to support equitable awarding of employee bonuses that are in addition to salary raises (5)							
The library acknowledges employees' internal DEIA efforts (6)							
The library acknowledges employees' external DEIA efforts (7)							

Q7 People

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, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Intermediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library utilizes employee demographic data for use in assessing representation of historically underrepresented groups among its employees (1)							
The library utilizes employee demographic data for use in assessing retention of historically underrepresented groups among its employees (2)							
The library has assessed the climate of the organization (3)							
The library has developed strategies to increase employee diversity (4)							
The library has implemented strategies to increase employee diversity (5)							
The library has created DEIA indicators for use in annual assessment of all employees (6)							

The library has integrated DEIA indicators into the annual assessment of all employees (7)							
The library offers all employees opportunities to engage in DEIA education/training (8)							
The library requires all employees to participate in DEIA education/training annually (9)							
The library supports employees' ability to participate in external DEIA education/training (i.e. approval, time off, financially) (10)							

Q8 External DEIA Efforts

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.
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- **Intermediate:** The library has implemented (or started) the activity/item recently, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
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The library has established collaborative partnerships with campus departments to advance DEIA at the Institution (1)							
The library has assessed the demographic profile of their external community: faculty, staff, students, and the public (2)							
The library has conducted an external community climate assessment (community defined by the library) (3)							
The library has identified the gaps in DEIA programming offered to the external community (4)							
The library has identified the gaps in DEIA services offered to the external community (5)							
The library has assessed its collection's DEIA strength relevant to the external community's needs (6)							
The library has a targeted community outreach plan to promote the library's DEIA efforts to its stakeholders (7)							
The library has a targeted communication plan to promote the library's DEIA efforts to its communities (8)							
The library has clear external channels of communication about DEIA efforts for the communities they serve (9)							

Library employees contribute to the advancement of DEIA within their profession (10)							
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Q9 Accessibility: Users

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

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- **Intermediate:** The library has implemented (or started) the activity/item recently, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library has assessed the accessibility of the physical library building for users (1)							
The library has assessed the accessibility of the library's website (2)							
The library offers assistive technology for in-library use (3)							
The library offers assistive technology for use outside of the library (4)							

Library employees are prepared to assist users with disabilities (5)							
The library has assessed its collection for accessibility (6)							
Library policies include allowances for users with disabilities (7)							

Q10 Accessibility: Employees

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.
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- **Intermediate:** The library has implemented (or started) the activity/item recently, but no data is available yet for evaluation.
- **Advanced:** The library is actively engaged in this activity/item, and data is available if needed to evaluate the impact of the activity/item.
- **Expert:** The library is fully engaged in this activity/item, data is available and has been used to evaluate the impact of the activity/item.
- **N/A:** The activity/item does not apply to the library.
- **Don't Know:** Respondents do not have any information about this activity or item and are unable to select a rating.

	Non-Existent	Novice	Inter-mediate	Advanced	Expert	N/A	Comments, Notes, Evidence
The library has assessed the accessibility of the physical library building for employees (1)							
The library ensures accessible office/work spaces for employees (2)							

The library provides special equipment to support work needs of employees (3)							
The library offers flexible schedules (4)							
The library offers remote work options as needed (5)							
The library offers confidential means for employees to disclose a disability status (6)							
The library encourages sensitivity training for all employees (7)							