# CELA and accessible library services for kids and teens! Online accessible programming and more.

May 11, 2021 Presented by Rachel Breau, Manager, Member Services

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| Slide 1 | **CELA and accessible library services for kids and teens!**  Welcome to CELA’s webinar about library services for children and teens with print disabilities. The Centre for Equitable Library Access, or CELA, is Canada’s most comprehensive accessible reading service, providing books and other materials to Canadians with print disabilities in the formats of their choice. A national not-for-profit organization, CELA serves 97% of the estimated 3 million Canadians with print disabilities in partnership with member libraries and has users in nearly every province and territory. CELA provides access to 800,000 professionally produced titles, 150 magazines and 30 newspapers in accessible formats through a fully bilingual accessible web site and catalogue.  Today we’ll review why libraries should learn about and implement resources to support their young patrons with disabilities. Then, we’ll cover disability types, how to sign up for CELA, our collection with a focus on kids and teen materials, a demo of how to get one of our books,adapting your programming **especially online**, and will end with some ideas on how to promote your services in the community. |
| Slide 2 | **Accessibility: why it matters**  Library staff no doubt understand the importance of reading and early literacy skills in a young person’s life.  In Canada, there are \*more than 1 in 10 youth who have a disability.  If you think of this number, and take into consideration that only an estimated 10% of all material published is available in accessible formats, you realize how vital libraries are to providing reading materials for kids and teens who can’t read regular print. Canada is making steps forward to improve the lives of Canadians with disabilities through legislation in Ontario, Manitoba and Nova Scotia, as well as implementing the federal Accessible Canada Act. Recently, BC announced its plan to move forward with provincial accessibility legislation in its goal to create a barrier-free environment.    Participating in CELA allows your library to increase the choices available for your community members who don’t read regular print. In addition to your library’s already existing accessible format collection, which might include books in larger print, commercially-produced audio CDs, book kits containing the book and CD, Wonderbooks and online audio (services like Overdrive, hoopla, cloudLibrary and tumblebooks – keep in mind though that these platforms are not accessible enough to meet the needs of many people with print disabilities). Children and teens with print disabilities benefit from access to books in accessible formats such as audio, accessible text and braille, to develop literacy skills so that they can learn to read and fully participate in school and in their community.  \*Source; https://www150.statcan.gc.ca/n1/daily-quotidien/181128/dq181128a-eng.htm  https://www150.statcan.gc.ca/n1/daily-quotidien/181128/dq181128a-fra.htm |
| Slide 3 | **Types of print disabilities**  A print disability is defined in the Canadian Copyright Act as a visual, physical or learning disability which prevents or inhibits someone from reading regular print .  The Copyright Act also states that non-profit organizations like CELA may produce materials in accessible formats for people with perceptual or print disabilities. This exception defines how CELA acquires its collection of accessible reading formats.    For kids and teens, print disabilities are often represented by kids who were born blind or have eye defects causing significant vision loss, or other conditions such as cerebral palsy, brain injuries and learning disabilities such as dyslexia.  At the library, you may identify some of these children and youth if they have limited movement of their hands, may or may not use a mobility device like a wheelchair or use a white cane. Other disabilities like dyslexia are invisible, so having flyers or other signs indicating your library offers accessible collections will tell families of your services and preserves patron dignity by not necessarily having to disclose they need to read in accessible formats. Some parents may not be aware that their child is eligible for CELA, particularly in the case of children with learning disabilities, so making them aware of the options available is a great first step to meeting their needs.    When someone registers for CELA they do not require documentation to validate their disability, but if a person wants access to Bookshare titles, they need to complete a Proof of Disability Form. Bookshare is US provider of alternate format materials which CELA members can access with their membership. As part of our agreement with Bookshare, all users must provide a signed form from an authority that can validate the person requires books in accessible formats. |
| Slide 4 | **Reading with Dyslexia**  For youth in Canada, learning disabilities are the 2nd most common type of disability, falling just short of mental-health related disabilities.  Dyslexia can be defined as a neurological learning disability that affects reading accurately and fluently. It’s also a genetic condition that makes it difficult to read quickly and can sometimes affect reading comprehension, spelling and writing.  As libraries, you can welcome people with dyslexia through featuring your e-text, comic book, graphic novel and audiobook collections as you would your print book collection. Through giving equal attention to all formats, you’ll help kids with dyslexia feel included so they can enjoy the same books as their friends. You may also include “decodable” print books in your collection which are books created especially with dyslexic readers in mind. These are different than levelled readers, and you can find a list of decodable book publishers on CELA’s site. When planning activities, ensure you have alternatives to crossword puzzles and word search games which can be challenging for someone with a reading disability.  One last note, some people with dyslexia find it helpful if the text is written in a special style called OpenDyslexic font.  This font is available in the Libby app.  Source; https://www150.statcan.gc.ca/n1/daily-quotidien/181128/dq181128a-eng.htm  https://www150.statcan.gc.ca/n1/daily-quotidien/181128/dq181128a-fra.htm |
| Slide 5 | **Signing up for CELA**  Patrons or students may register for CELA either through their library or through our online registration form. We recommend adding a parent, guardian or teacher as the person’s designate so they can assist with downloading or ordering materials. CELA also e-mails out a monthly newsletter called Open Book which always contains title recommendations for children and teens, as well as service announcements which occasionally effect the person’s service so an adult should read them. |
| Slide 6 | **Supporting access in your community**  CELA offers two programs for those who support people with print disabilities. Teachers, school librarians and other teaching staff in elementary, secondary and post-secondary institutions may register for the **Educator Access Program.** This will allow themto support the reading needs of their students by being able to download books on their behalf. We encourage educators to complete the Terms of Use form, so they may also use Bookshare titles in CELA’s collection.  Other professionals such as Vision Rehabilitation Specialists, Occupational Therapists, private tutors or Speech and Language Pathologists may sign up for the Client Access Support Program to assist their clients. Those registered for this program may only download or borrow CELA titles.  In order to register, applicants need a library card from a **CELA** member library and they must complete either the Educator Access or Client Access Support Program registration form. |
| Slide 7 | **Accessible formats**  CELA provides access to over 800,000 items, including books, magazines (e-text, braille and Direct to Player) and newspapers.  The format for our audio and many e-text books is called DAISY which is an international book standard and has been adopted by libraries worldwide. This reading format allows someone to move to different parts of a book, such as to a paragraph, word, chapter using either DAISY reading app or a DAISY player. DAISY audio may be human narrated or recorded using synthetic speech.  Usually a DAISY book fits on 1 CD.  CELA offers a bilingual collection and service. It’s also a collection for all ages & interests, with fiction and non-fiction titles for kids and young adults, in addition to our collection for adult readers. For patrons and educators, Bookshare offers a wide selection of books in languages other than English and French.  While CELA does not include school textbooks, Bookshare offers a small collection, but does not follow Canadian curricula. It’s best to contact your local school who will be able to access textbooks in accessible formats through the provincial educational resource centre in its province.  CELA and Bookshare titles are available online to stream or download. The easiest way to access our books is to select the format called “Direct to Player” which literally means that when you chose this format, the book is loaded onto a DAISY book reading app called EasyReader, or onto a configured DAISY player. You can also download our books and transfer the files to a device or app as zip files.  For those who prefer physical books, CELA’s collection offers braille and printbraille books and DAISY audio CDs, all of which are distributed via mail. Our books are sent out under Canada Post’s “Literature for the Blind Free Postage” program so there are no costs to either us or our users to ship books. Printbraille books are picture books with added braille for children. They can be read by a sighted parent or caregiver and a blind child or vice versa.  CDs and printbraille items must be returned to CELA.​ Users and libraries may keep regular braille books and magazines on CD. |
| Slide 8 | **Popular reading programs and awards**  We are pleased to partner with many of Canada’s reading and awards programs for children and teens to ensure everyone is included and can participate by having accessible formats of the nominated titles.   **Nationally, we offer titles from the TD Canadian Children’s Literature Awards, several Canadian Children’s Book Centre Awards and offer accessible materials and books as part of the TD Summer Reading Club.** For regional and provincial reading programs, we include books in our collection from the Forest of Reading, First Nation Communities Read, Hackmatack, New Brunswick Summer Reading Club and BC Summer Reading Club.    I wanted to mention that for libraries participating in the TD Summer Reading Club, CELA offers an award to honour libraries that made an exceptional effort to provide an accessible program.  Applications are submitted online and are usually due in the fall.  The prize includes two cash prizes, **ideally for an English and French library to provide the library funds** to enhance their accessible services for kids. |
| Slide 9 | **For preschoolers and early readers**  You can find books for babies, toddlers and young children in CELA’s collection, either to listen to together, or feel the braille dots to begin early literacy skills.  Our audiobooks and e-text which can be read on a tablet or phone using DAISY book reading app such as EasyReader. If using e-text, the words will be highlighted as the audio reads along so kids can connect the sound of the words with the written text.    For budding and early readers, CELA offers popular chapter book series, such as “I can Read” levelled series, as well as novels in braille, without pictures.  We offer a range of titles, but are particularly committed to offer titles by many Canadian authors. |
| . | **For older kids, middle school and high school readers**  For kids who enjoy listening to or reading novels and who need more advanced books to help with homework, we have numerous fiction and non-fiction titles. At this age, kids can learn how to search our catalogue, download items for themselves and use reading apps. CELA offers videos and step-by-step tutorials on our Help page on how to access our books.  Our collection for teens includes popular novels, books for English class such as Shakespeare classics, and advanced non-fiction books for assignments. We also include books on social skills as well as preparing to go into the workforce such as interview and job finding titles.  As students go on to college and university, CELA can supplement their academic reading needs with novels, magazines, and books on financial management, self-help, and other life skills.  **Demonstration of CELA site https://celalibrary.ca**  So this is the part of the presentation where I’m actually going to switch to our website. Because the closed captioning is being done through PowerPoint, unfortunately I’m going to lose that  option when I do the demo, but when I return to PowerPoint we'll bring them up again. The recording of the webinar will have  captions in it as well for the entire recording, so just bear with me for a second while I switch to our site. I'll pause again if there are any questions related to some of what I’ve said. Okay I'll move along, so I should be showing you our site. I hope everyone can see it. Maybe I can just have someone quickly chat to tell me they can see the site or if I need to make any adjustments? Perfect, thank you so much. I have confirmation that I get that that this site is showing so great so I’ll take you on a bit of a tour now.  So this is our home page. When you first come to the page if you have an account, and all libraries do - library systems have a library account with CELA in member library areas then you can log in. Now I’ve already logged in that's why it says “Welcome Rachel” but normally when you come to this it would say to log in so the first two buttons I do want to show you is the registration  Button. I won't go there but there are forms on the register button to sign up your patrons there and the forms for Educator Access and Client Access Support, as well. The other page I do want to show you is the Help page so we'll just go there. So it gives you information about CELA, it does have a video tour of our site, it tells you about our accessible formats and collections and I’m just going to go down quickly where there is information about EasyReader  which is that app so that's a key page and FAQs, but what I wanted to show you are the tutorials, so this is really important and helpful if you're stuck in terms of how do you get a book, how do you download a book transfer it to a device, all of it all the information is right here.  The next page I want to show you is our For libraries page and it's built with you in mind, essentially how do you offer CELA services to your patrons. What I did want to show you is, first of all, we have a part here about our training and it's in this part that we have that list of decodable book publishers. So it's right here “All about reading disabilities: dyslexia related book titles and decodable book publishers.”    In the recorded webinars and videos section (which is where this webinar will be put), we do have a webinar from a session we gave not too long ago all about dyslexia so if that's something that interests you, you might want to read and listen to that webinar.  We're talking about kids today so I wanted to show you this page which is our summer reading page so here we have information about the TD Summer Reading Club, there's lots more information on the actual TD Summer Reading Club page, so I do encourage you to visit that page as well. There's some information about the Accessibility Award and there's information about the BC and the New Brunswick Summer Reading Clubs since we have several of their titles. Actually, many more this year than we normally have in accessible formats.    I also want to show you our Kids and Teens page and that's where I’m going to show you how to download a book, just a quick demo. So this is our Kids and Teens page and this is where we feature all of our new books, these top five lists there's one for teens further down that shows the most popular books borrowed by our readers, and of course we feature timely books as well, and we have our Kids and Teens awards page.  What I'd like to do is show you now how to access a book so let's look at the book “Black Flamingo” which is one of the titles I’m displaying on the screen. So if I select the link to that book, I get a full description, including it tells me who the narrator is and where we got the book, but you also can choose your format. So in this case, this book is only available in audio in our collection unless, we may have a copy from Bookshare as well, but that's not so relevant to libraries; patrons can use it as well as Educators, but not libraries. They only have access to CELA books. So let's pretend I want to get this book in Direct to Player and what that will mean is that I already have the EasyReader app installed on my phone. It's free for both Android and for Apple products and the book basically will just be loaded onto that app, but before it's loaded I have to select the format. I select “Get it” to choose the book and there's a message that pops up that says “Item added to your bookshelf and will be available shortly view your bookshelf in my account” so I select it.    It takes just a little while, it can take a few seconds to a few minutes, depending on the book, to access the book, so then I would go into My account and in My account you will find all the places where your books will be added. So I chose a Direct to Player book so I would go to the Direct to player bookshelf and that's where the book will be added. If I had picked a zip file because I want to transfer the book to a device, it would be listed here and I would download them. I also can find my history as well as other items. If you're already familiar with CELA recently, we've added these communication preferences where you can change your email address and receive email notifications that your book is ready, so let's look at the bookshelf and check if my book is there yet. Here are some books I’ve downloaded previously let's see, oh, it's not there yet. That's okay, we will wait a bit longer. Because it's not there yet, I’m going to show you one other page before we go back to the PowerPoint presentation.  As I mentioned, we support the TD Summer Reading Club and we're about to talk about programming and accessible activities so I do want to point out that on the Staff page of the Summer Reading Club, and this is the staff side. In the Resources and Activities section, when you select an activity it will give you tips to make that activity accessible. So if I click on “Alphabet Garden” it tells me what I need to create the craft. So they have materials preparation and some pictures to show you how to do it step by step, but there's always accessibility considerations with every craft and I think this is a great addition that they've added in just to help everybody along. So if you wanted to do a craft from the TDSRC activities then you have some suggestions on how to make it accessible but we'll talk about that as well later on. |
| Slide 11 | **Inclusive Library Programming**  We’ll now talk about how to make your library programs inclusive. When planning activities, be prepared for a child of any ability to register. You can do this from the very start by following the POW concept – Plan. Observe. Words. The first step is to plan and prepare in case you need to adapt an activity to meet a user’s need. While it’s best to think “inclusive first” so all activities can be enjoyed by everyone, it can help if you ask on your sign-up forms if participants need any accommodations. The next step is to observe your audience. This is may be trickier in an online environment, but look for queues during live events that someone may need help with the activity. Lastly, always describe what you’re doing. I’ll mention description again in this webinar, but it’s one of the most important components of offering programs that everyone can understand and enjoy.  When you are ready to promote your programing calendar to your patrons, make sure your schedule is available electronically, this way families who may have someone using assistive technology will know about your events. In all your communications, follow Clear Print Guidelines such s using font sizes no lower than 12, as well as sans serif fonts.  You may also wish to consider giving staff some training on serving people with different disabilities. At the end of this presentation is a list of resources which will list some useful sites. |
| Slide 12 | **Library programs in an online world**  Most programs, activities and events have moved to an online world and by knowing a few simple tips, your virtual storytimes, author readings, craft demonstrations and other programs can reach a wider audience by making them inclusive. Here are five tips to get started:  1. Choose a presentation platform that is accessible. When selecting a system, read through the information on accessibility to find out if it’s compatible with screen-reading or other accessibility technologies.  2. Describe all instructions and actions, including describing images that are necessary for understanding the story if they’re not conveyed in the text and avoid pointing to the page and saying “What’s this?” which kids with vision loss could not participate in. If you invite guest presenters, remind them to describe their content as well.  3. Turn on live captioning or use a third-party captioning service during live events. This will assist people with hearing loss to understand what’s happening.  4. If you’re posting a recording of your activity, include a transcript which is the spoken text written down. A transcript can be useful for those who may wish to follow along or even for someone who wishes to quickly scan through the content. Always remember to turn on closed captioning on your videos as well.  5. When your event is over, if you post any slides or documents that include images, ensure you provide adequate alt text descriptions. This will help those with vision loss to understand what is in the picture. In some programs, such as in the suite of Microsoft products, you can mark an image as “decorative” if it does not enhance the meaning of the content.  Image contributions: https://www.flaticon.com/packs/accessibility |
| Slide 13 | **Online activities**  So, now that you understand the technical components to offering accessible online activities, you next need to consider how to prepare and present them so that everyone can follow along. When doing crafts, or any activity where you ask others to follow the presenter, add short spaces of time to give others time to catch up. This will also help if you record the activity and make it available afterward, that way it will be easy to pause the video so viewers can watch it at their own pace. It’s also recommended to avoid using busy backgrounds in your presentations as they can be distracting, or even uncomfortable for those with sensory disorders.  As we said a few times in this webinar, it’s important to describe all the instructions and actions. During storytimes, make sure to tell the audience what is happening in the pictures if the text does not convey the meaning. While videos are mostly visual and audio media, it’s still important to consider many abilities, so add crafts that make sounds, have tactile elements or smells to make them fun for everyone.  If you are offering virtual book clubs for kids and teens, or even in preparation for a storytime, check if the books you are using are available in alternate formats. You can mention that your patrons with print disabilities may download or borrow copies from us so participants can read in the format of their choice. It’s best to plan your titles about six weeks ahead of the activity, in case someone wishes to borrow a copy on CD, braille or printbraille. This will give us time to mail a copy of the book to their home. Libraries may also borrow single or multiple copies of CELA titles to support their programs. |
| Slide 14 | **Crafts and games**  As part of your preparation, if you’re planning to include written instructions, add pictures and break down instructions so each step only refers to one action, for example step 1. fold paper, step 2. cut paper, as kids with some learning disabilities will find them easier to follow rather than combining instructions. When planning crafts, try adding tactile and sound elements so kids can feel or hear the object they made in addition to seeing it if they can.  Kids who struggle with fine motor skills may have difficulty picking up small craft objects like beads and stickers. It’s helpful to have large craft objects like bigger pompoms, chunky crayons and 3-D stickers which are easier to hold. If you’re giving out craft kits, make sure the container, such as a plastic bag, is easy to open.  There are many craft and game ideas that are suitable for kids with a range of disabilities. On the slide, I’ve recommended some activities that appeal to the senses and aren’t dependent on visual cues. Some of the activities are better suited to do at home, but others could be done in a safe outdoor setting. During the pandemic, you will need to consider taking safety precautions to ensure minimal contact between participants if you are doing a group activity. For example, you can create a tactile book, make play dough and rain sticks using objects around the house. For kids with low vision or who are blind, you can make tactile crafts like putting yarn in glue to create raised-line images. A fun book-related activity is to read “The Lorax” then suggest kids make “Truffula trees” on paper by creating raised-line tree trunks and gluing feathers or pompoms for the fluffy leaves.  This year in particular, many libraries will look to the outdoors to offer some programming. Some inclusive outdoor activities include bubbles, nature art and playing with hula hoops. One popular activity is to create sensory bins, where you fill a container with water, earth, sand or another material and add objects in it like toy cars or boats. Sensory bins have value for all small kids as they help to develop motor and other skills. For kids with physical disabilities, you can make pool noodle boats to use in sensory bins filled with water. Just cut the end off of a pool noodle, cut a triangle of foam and use a straw to connect the foam “sail” to the boat.  We also encourage you to take favourite crafts that you’ve used in the past and consider ways they could be adapted so kids with disabilities could participate. For libraries that offer the TD Summer Reading Club, all the crafts and games under the “Activities” section of the Staff Site include accessibility considerations – I encourage you to check them out.  Icon credits: https://www.iconfinder.com/free\_icons (sun)  https://www.flaticon.com/free-icon/house\_609803 (house) |
| Slide 15 | **Promoting your library**  As I mentioned earlier, make sure staff have been trained to interact with kids and teens with disabilities so families will feel welcome in the library.  The last step to improve your library’s accessible services for kids and teens is to let your community know what your library offers. When promoting your library programs, ensure you mention the library’s inclusive library programs by connecting with local organizations for people with print disabilities such as with a local learning disability association office, to Adaptive Program staff at community centres, schools, connect with therapists if your city offers a rehabilitation centre or hospital for children and find out if there are camps for youth with disabilities. CELA has an outreach toolkit that contains templates you may use, including one to send a letter to school boards. |
| Slide 16 | **How to get started with CELA**  Here is a checklist for some ways you can get started with CELA. We encourage you to follow us on social media, subscribe to our newsletter, include information about accessibility in your staff training and in the library and use CELA’s Outreach Toolkit to enhance your library’s outreach activities. Also, CELA formed an interest group comprised of library professionals to discuss library services for kids and teens with disabilities. If you are interested in learning more about this group or wish to participate, email members@celalibrary.ca. |
| Slide 17 | **Questions?**  If you’re wondering how to direct questions from CELA library patrons (who have already been registered for CELA service) you can let them know to get in touch with our Contact Centre at their toll-free number 1-855-655-2273 or by email at help@celalibrary.ca This could include things like questions about how to change the kinds of books they’re getting, how to set up a new service like Direct to Player or if they have any questions about the reading technology they’re using.  For CELA member libraries you can contact the team at CELA Member Services with questions about your CELA service, to order free promotional materials or for any kind of question relating to your CELA membership: 1-855-655-2273, press 2 / members@celalibrary.ca  CELA Member Services staff are available from 8:30am-4:30pm EST, but of course you can also send an email or leave a voice mail message. In general Member Services staff try to get back to libraries within 24 hours. |
| Slide 18 | **CELA resources**   * [celalibrary.ca](https://celalibrary.ca/)​ * ​ * [Kids and teens](https://celalibrary.ca/services/kids-and-teens)​ * ​ * [What is a print disability?](https://celalibrary.ca/about-us/what-is-a-print-disability)​ * ​ * [Register](https://celalibrary.ca/register)​ * ​ * [Help](https://celalibrary.ca/help) (accessible formats, collections and tutorials)​ * [Educator Access](https://celalibrary.ca/educators)​ * ​ * [Client Access Support](https://celalibrary.ca/client-access-support-program)​ * ​ * [Summer reading clubs for kids](https://celalibrary.ca/taxonomy/term/9904)​   ​   * [Outreach Toolkit](https://celalibrary.ca/public-libraries/outreach-toolkit)​ |
| Slide 19 | * [Canadian Survey on Disability, 2017](https://www150.statcan.gc.ca/n1/daily-quotidien/181128/dq181128a-eng.htm)​   ​   * [Guidelines on library and information services for people with disabilities](http://cfla-fcab.ca/en/guidelines-and-position-papers/guidelines-on-library-and-information-services-for-people-with-disabilities/) (CFLA FCAB)​   ​   * [Project enable: disability awareness](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprojectenable.syr.edu%2Ftraining%2Fmodules%2Ftopics_list%2Fmodule%2F94&data=02%7C01%7C%7C574d0904162f44eaf58108d7f06ec527%7C0407d5607ad94f8ebedc9e29b0863d2c%7C0%7C0%7C637242231038766584&sdata=pdHdDlomLEVKdG%2F%2FlFTSVIwiTsPMYDWMzSVSyry%2F33k%3D&reserved=0)​   ​   * [Accessible Art](https://www.pathstoliteracy.org/blog/accessible-art)(Paths to Literacy for students who are blind or visually impaired​   ​   * [Adapting Games for Blind Children](https://www.nfb.org/images/nfb/publications/fr/fr18/fr05sf07.htm)​   ​   * [Outdoor Activities for Children with Special Needs](https://www.cerebralpalsy.org/blog/outdoor-activities-for-children-with-special-needs)​ |
| Slide 20 | * [Creating Accessible Online Library Experiences (PDF slides)](https://create.coloradovirtuallibrary.org/wp-content/uploads/Creating-Accessible-Online-Library-Experiences.pdf)​   ​   * [Make your YouTube videos more accessible (AMI—Accessible Media Inc.)](https://www.youtube.com/watch?v=TozuMmYxJjs)​   ​   * [YouTube – Add your own closed captions](https://support.google.com/youtube/answer/2734796?hl=en)​   ​   * [W3C Web Accessibility Initiative](https://www.w3.org/WAI/media/av/)​   ​   * [Clear Print Guidelines](https://cnib.ca/sites/default/files/2018-07/CNIB%20Clear%20Print%20Guide.pdf)(PDF by CNIB)​   ​   * [Is your online library for everyone?](https://www.alsc.ala.org/blog/2020/05/is-your-online-library-for-everyone/) (ALSC Blog)​   ​ |