



Scotland's library
and information
professionals

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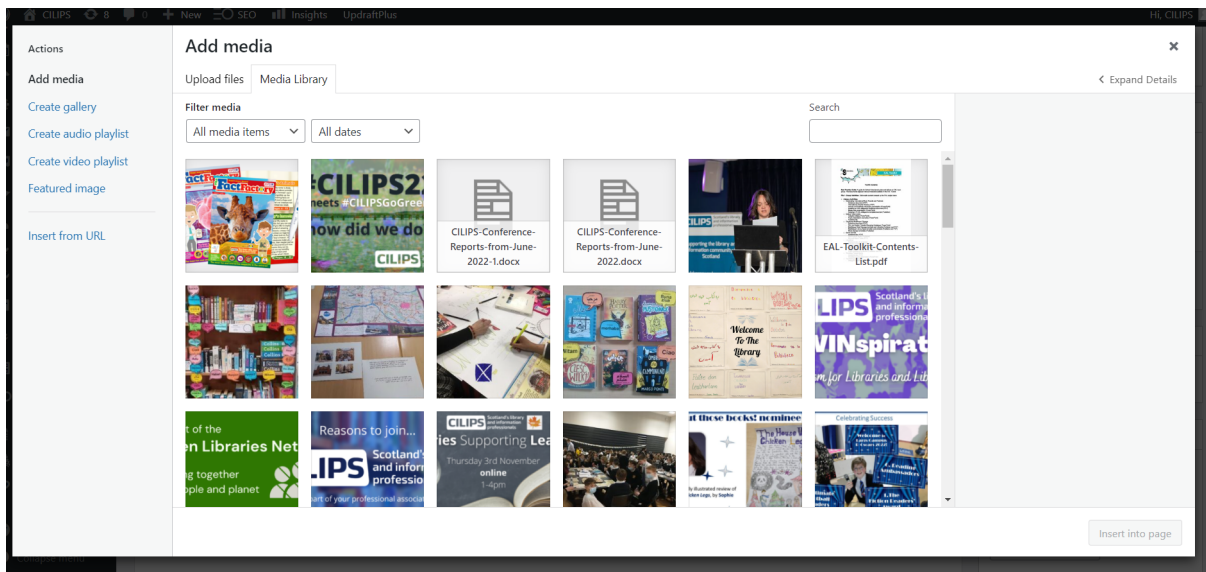
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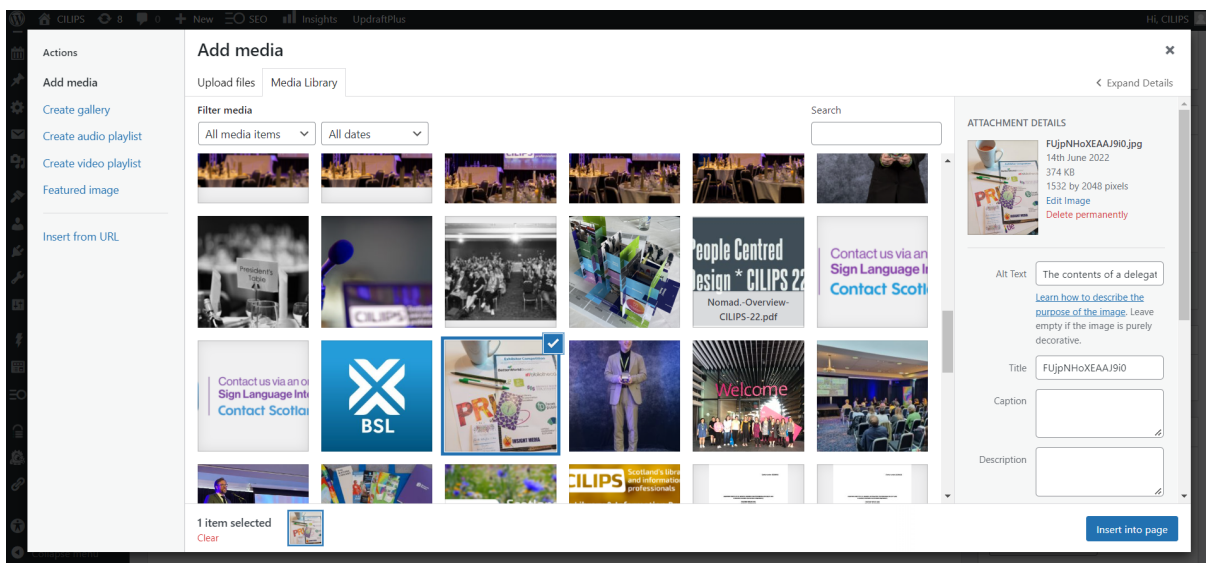
Images

All images on the CILIPS website, whether added to a post, a page or a gallery, should have an Alt Text description. This ensures that website visitors using a screen reader - a programme or piece of software that 'reads' (speaks) the content of a webpage to a person with a vision impairment - are not disadvantaged by information contained in images only. It is also of benefit to all other website visitors if and when an image cannot be loaded.

- In the post, page or event that you are editing, click 'Add Media' or 'Set featured image'. This will take you to the CILIPS Media Library.



- Either upload a new file or select an existing one from the Library. When selected, Attachment Details will appear on the right of the screen.



- Go to 'Alt Text', the first option in Attachment Details. This is the field where we will add our Alt Text description.

Alt Text Tips:

- The Alt Text should describe the image's content and its purpose on the page fully and clearly. It is a text alternative to non-text content. Our aim is to create as seamless an experience as possible for anyone reading or listening to the Alt Text rather than viewing the original image.
- In this example, our Alt Text reads: 'The contents of a delegate's conference bag, showing wildflower library garden seeds, a newspaper eco-pencil, a TIE Pride poster and a Scottish Suffragette playing card'.
- When writing your own, read the description back to yourself without looking at the image for a moment - can you imagine the image accurately and understand its context based on what is written?
- You can find further tips on how to write Alt Text by clicking ['Learn how to describe the purpose of the image'](#) underneath the Alt Text box.



Please avoid:

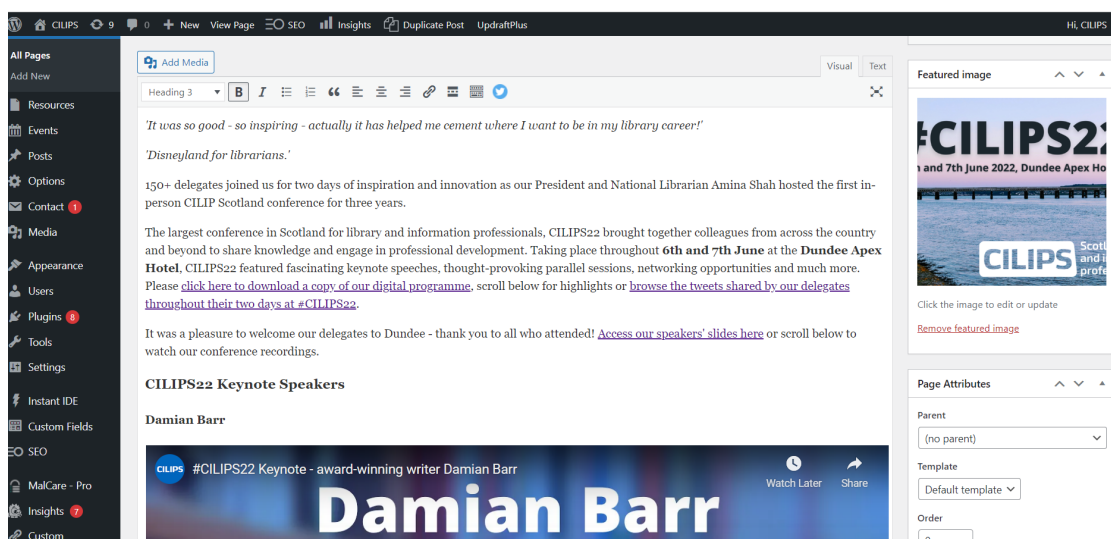
- Promotional or hyperbolic language - e.g. 'a room of conference delegates sitting at round tables' is clearer and more accurate Alt Text than 'the greatest gathering of library professionals in Scotland' (even if it was!)
- Commentary, opinions or attempts at humour. These could come across as disrespectful of website users relying on the Alt Text for accurate information about a website page.
- Elaborate descriptions of people's appearances, such as dwelling on their skin colour, hair or clothing, or making assumptions about their age or ethnicity. Often, unless one of these characteristics is truly integral to understanding the purpose of the image, 'a person' or 'a CILIPS member' will be the simplest and most suitable description (and the best way to avoid inadvertent offence).

Text

There are several steps you can take when adding text to the CILIPS site that make it more compatible with screen readers and easier to navigate for general users.

Headings and Subheadings:

- In a blog post or general website page, using headings and subheadings provides a stronger sense of a page's structure and enables screen reader users to more quickly find the information they are looking for by navigating ahead to the most relevant part.
- In the example below, we have used Heading 3 for 'CILIPS22 Keynote Speakers' and Heading 4, one size smaller, for 'Damian Barr'. For all text that is not either a heading or subheading, we have used Paragraph.
- Headings and subheadings can be used when you create a new page or added anytime to an existing one. Highlight the existing text, then choose your preferred heading from the options towards the top left of your screen (underneath the button for the Media Library). You can then 'Preview Changes' on the right before you 'Update' your page.



Click here (for why you should never hyperlink 'click here'):

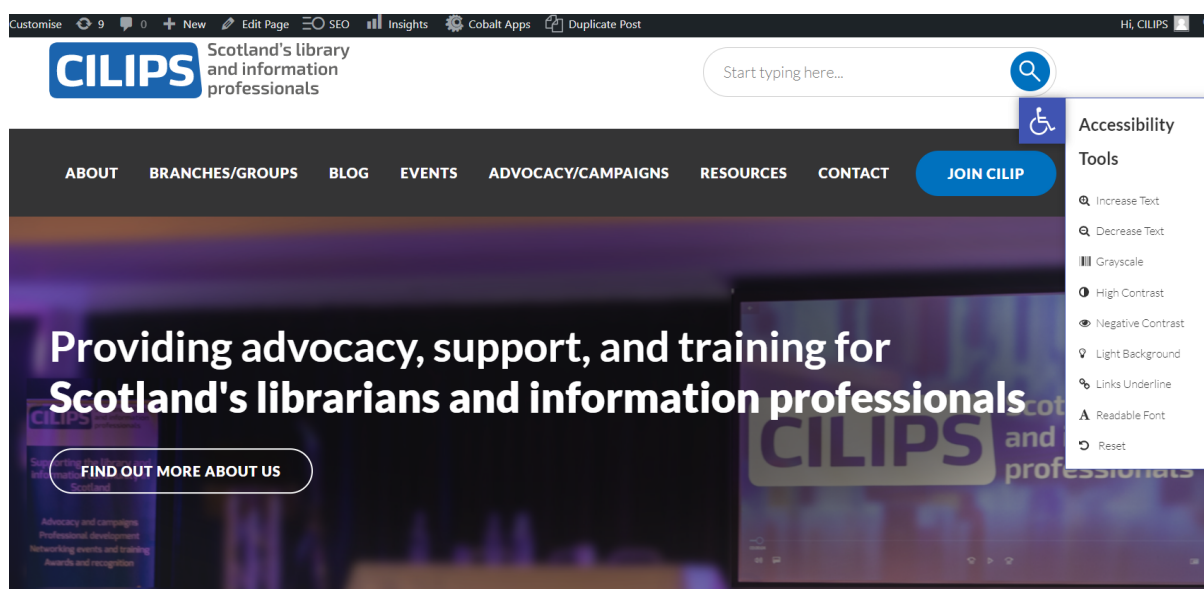
- When adding a hyperlink to the CILIPS site, it can seem straightforward to simply write 'click here' and hyperlink those two words. However, when a screen reader user scans a page, this link will appear without context ie. with no information about what will happen if you do 'click here'.
- Instead, it is better accessibility practice to use descriptive text for links on website pages, blog posts and events.
 - E.g. Not '[click here](#) to learn more about CILIPS' but '[learn more about CILIPS](#)', 'to learn more about CILIPS, read [About Us](#)', or even '[click here to learn more about CILIPS](#)'.

A confession: we learned this tip only recently and the CILIPS site is a large virtual space with hundreds (if not thousands) of links, so there may still be rogue 'click heres' on certain pages. If you come across one, please let us know or feel free to correct it yourself using the advice above!

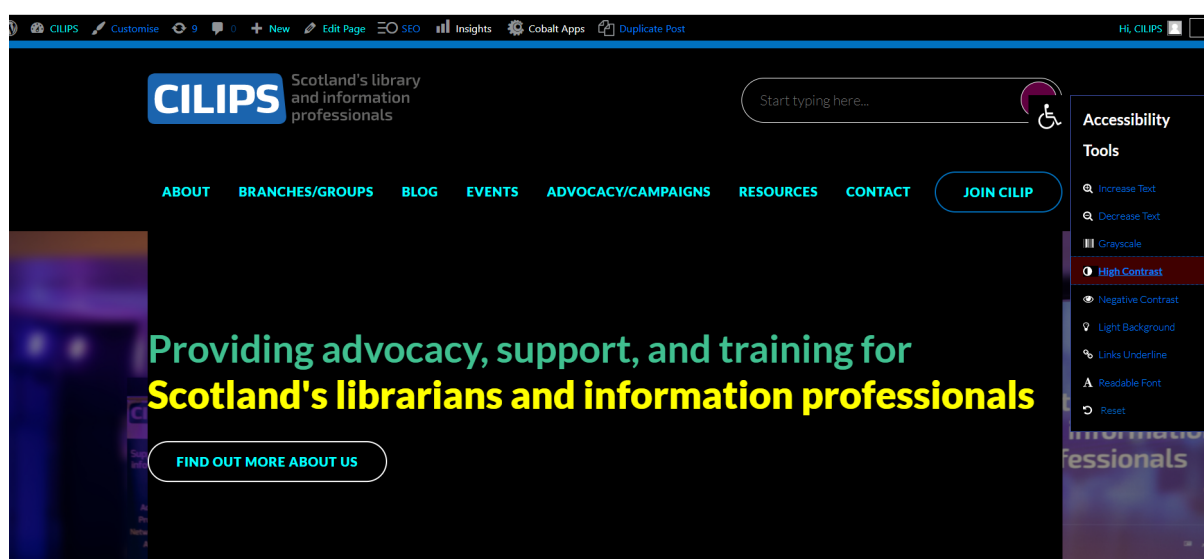
Resources

The CILIPS site has a number of tools and resources that we hope are helpful for enhancing the accessibility of our content and that of libraries across Scotland.

Accessibility Tools



- Have you ever noticed the blue and white wheelchair icon to the right of every website page?
- Click it to open up options for Accessibility Tools: from increasing or decreasing text size to high contrast, all links underlined and more.
- These are always available to all website users, not only CILIPS members, and there is no need to register or login. Please feel free to point them out on your Branch or Group page too.



Contact Scotland



Contact us via an online Sign Language Interpreter Contact Scotland BSL

[Contact Scotland BSL](#) is a free video relay service, providing instant British Sign Language (BSL) video interpreting for all calls to Scotland. It is funded by [The Scottish Government](#) to enable full access to make phone calls 24 hours, 7 days a week in British Sign Language.

This means that BSL users can contact CILIP Scotland via an online BSL/English interpreter, using a computer, smartphone or tablet. We can also call the user back if they are registered with Contact Scotland.

On our [Contact Us page](#), you will find [more information about Contact Scotland](#), including the logo signifying that we can be contacted this way and a link to further information about the service.

Please feel free to add the Contact Scotland icon to your Branch or Group page (it is already in the CILIPS Media Library with the title 'Contact Scotland') and make use of it in your own libraries and organisations too.

Accessibility and Neurodiversity Resources

CILIPS has [an evolving collection of resources dedicated to accessibility and neurodiversity for libraries and librarians](#). The collection aims to support library staff as well as their communities, helping give libraries the tools they need to become more accessible and offering a starting point for creating library collections that are more truly representative of readers.

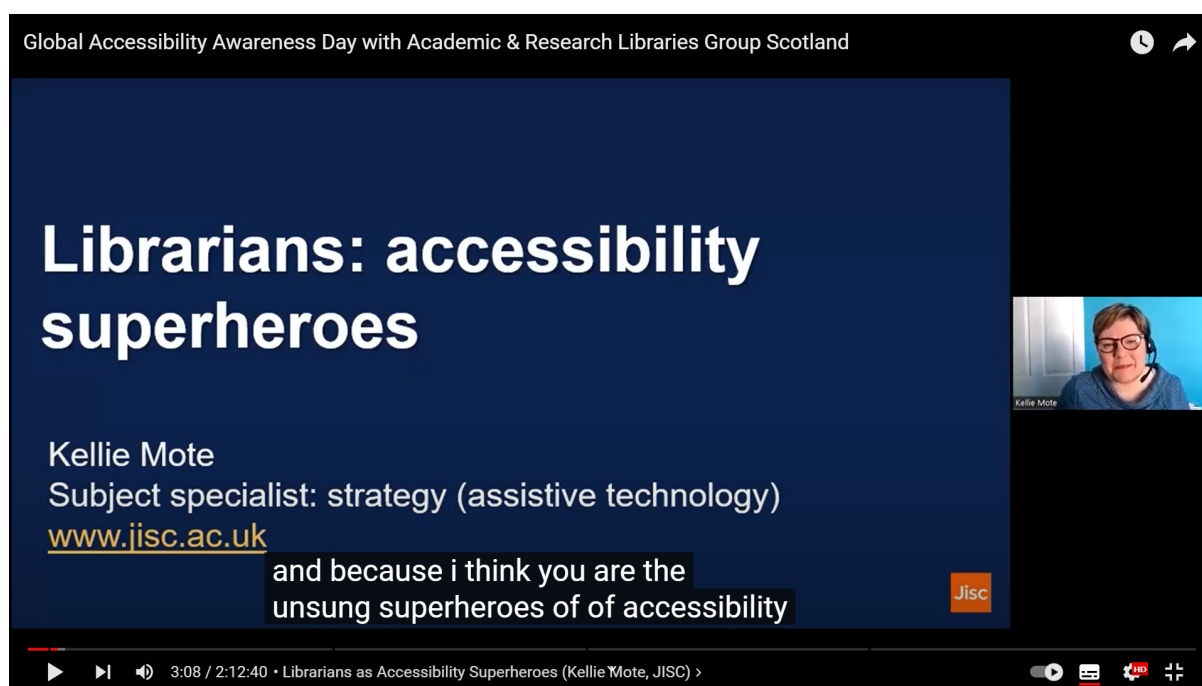
Recommendations for additional resources are always welcome - please email us at admin@cilips.org.uk or add anonymized suggestions anytime to [our EDI padlet](#).



Captioned Recordings

[The CILIPS YouTube channel](#) includes captioned recordings of many recent online learnings, including those from our 2022 Annual Conference. Captions are auto-generated by YouTube for us to then edit (such as 'CILIPS' rather than 'Philips' or 'school library parents' rather than 'school library peanuts'!). As a team of two, we do our best to ensure that all captions are correct, but if you spot any inaccuracies in a recording, [please let us know](#).

An accessibility highlight on our YouTube channel is [ARLG Scotland's Global Accessibility Awareness Day recording](#). This fantastic afternoon of online sessions included Kellie Mote from JISC on why librarians are accessibility superheroes (we agree!); AbilityNet's Innovation Consultant Adam Tweed on the accessible tech available to us right now; University of St Andrews Digital Accessibility Adviser Ros Walker on how alternative format technology is changing the way we support learners' needs; and Huw Alexander, Managing Director of textBOX, on why we should all ASPIRE to tell our story through effective accessibility statements.



CILIPS Professional Development Fund - Accessibility

New for 2022, the [CILIPS Professional Development Fund](#) has expanded to welcome grant applications (to a maximum of £600) that will support members living with a disability to acquire the assistive or accessible technology they require to undertake CPD activities and at times when the applicant feels it would be beneficial to use.

As with all our other PDF awards, this funding should support CILIPS members with activities linked to the PKSB and Certification, Chartership, Fellowship and/or Revalidation. Any software or hardware purchased with a PDF grant should be for the individual use of the CILIPS member who applied (i.e. not becoming the property of their workplace). Applications are considered on a quarterly basis on the same timescales as our other Professional Development funding.

Please share the [PDF Accessibility grant opportunity](#) across your networks if you can, and you are very welcome to add the link to your Branch or Group pages. For further information about any aspect of the Fund, please contact us at admin@cilips.org.uk.

July 2022