ICT4IAL ICT for Information
Accessibility in Learning

GUIDELINES FOR ACCESSIBLE INFORMATION

www.ict4ial.eu

What are the Guidelines?

The Guidelines for Accessible Information have been developed by the ICT4IAL project, which is a multi-disciplinary network of European and international partners that represent both learning and information and communication technology (ICT) communities.

The Guidelines for Accessible Information are an open educational resource (OER) to support the creation of accessible information in general and for learning in particular. These Guidelines do not aim to contain all available information on accessibility or cover every aspect of the field, but to summarise and link to existing and useful resources which can be helpful for non-ICT experts.

The purpose of developing such Guidelines is to support the work of practitioners and organisations working in the field of education to provide accessible information to all learners who require and will benefit from more accessible information. The procedure for creating accessible information is universal. Therefore, the Guidelines support all individuals or organisations wishing to create information that is accessible in different formats.

Within the Guidelines you will find:

– A general introduction, description of the main terms, the target group and scope of the Guidelines;
– Steps to make information and media accessible, including recommendations and relevant resources;
– Examples of accessibility checklists for specific formats; and
– An extensive glossary providing working definitions of relevant terms.

The Guidelines consider different levels of information accessibility, ranging from easy to professional level instructions, and include some aspects for ICT and accessibility experts. There are many steps an average IT user can follow to achieve a certain degree of accessibility. However, the creation of some materials – such as e-books and interactive learning materials – requires more sophisticated software than the average user may have access to. These Guidelines focus on the steps every practitioner can take to make the learning information they produce as accessible as possible.

These Guidelines are available as a stand-alone document, as well as an OER that supports searching across different types of information and media. The Guidelines as OER are open for users to adapt to their context, as well as to comment on and contribute to.

Who are the Guidelines for?

The intended audience for these Guidelines is any individual or organisation that creates, publishes, distributes and/or uses information within a learning environment. This includes, but is not limited to, information providers such as:

- School staff
- Librarians
- University staff
- Communication officers
- Publishers
- Support groups and non-governmental organisations.

It is important to note that, although an individual author or information provider can initiate many actions to improve accessibility, providing accessible information in general and for learning in particular may require the involvement of a wider group of stakeholders, for example:

- Decision-makers in schools and universities who support accessible approaches and have agreed policies on accessibility;
- Computer scientists and information technology experts responsible for establishing accessible internet platforms, tools, sites and repositories where accessible information can be shared.

The Guidelines focus on possibilities for non-expert practitioners to create accessible information within their working environments.

Additional recommendations are available for organisations on how to support accessible information provision at an organisational level:

- In the *Recommendations for Accessible Information Provision in Lifelong Learning*
- In the *Making your Organisation's Information Accessible for All* report.

Get involved in developing the Guidelines!

The Guidelines have been developed as an open educational resource. You are invited to register on the website in order to:

- Add your comments to the Guidelines;
- Share additional resources and recommendations;
- Share your experiences of using and adapting the Guidelines!

DAISY Consortium
www.daisy.org

European Agency for Special Needs and Inclusive Education
www.european-agency.org

International Association of Universities
www.iau-aiu.net

European Schoolnet
www.eun.org

United Nations Educational, Scientific and Cultural Organization
www.unesco.org

Global Initiative for Inclusive ICTs
www.g3ict.com

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