



Bulletin Board, Blackboard, and Dry-Erase/White Board Guidelines for Accessibility - Purchase and Installation

Introduction:

Full accessibility to bulletin boards, blackboards, and white/dry-erase boards requires a standardized protocol for purchase, installation and use which addresses the needs of all users (e.g. short stature people or people in wheelchairs).

Background:

ADA guidelines for signage do not include bulletin board, blackboard, or white board guidelines. ADA requires that signs be hung at 60" to the mid-height of the sign (ADA, 2002). Although this is useful for signs, 60" placement is too high a reach for many users. (See examples on flip side.)

Purchasing Guidelines:

- Determine board use.
- Determine needed size of board:
 - Ideally, purchase an adjustable height board.
 - Second to ideal, purchase 48" (4 feet) tall boards when possible.
 - Avoid smaller boards unless constrained to a small size.

Installation Guidelines:

- Adjustable boards: Install according to directions.
- Static boards: Hang the board at 54" to the mid-height. (This measurement is 6" lower than the ADA standard guideline for hanging signs to improve reach.)



Examples:

Figure 1

Figure 2

<p>Wrong Installation Board hung too high at 60" mid-height</p>	<p>Accessible Installation Board hung at 54" mid-height</p>

(Please refer to page 3 for Equivalent Text Descriptions (EqTD))

Rationale:

- Boards should be reachable by users
 - Passive use of the boards includes reading posted information.
Example: Reading a flyer tacked on a bulletin board. Many postings use standard small print. If the flyer is too high, a reader must move up closer to the posting.
 - Active use of the boards includes manipulating information on boards.
Examples: Writing on or cleaning a white board posting; or posting or removing items on bulletin boards.

References:

ADAAG. (2002). *ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)*. Retrieved August 14, from <http://www.access-board.gov/adaag/html/adaag.htm>

(2012) Ammann, C. S., Snyder, T., Will, R. Smith, R. O. & Hirschman, A. M.

More information and other accessibility resources can be found at the ACCESS-ed website: access-ed.r2d2.uwm.edu/



Equivalent Text Descriptions (EqTD)

Figure 1: Wrong Installation

Brief Description: A picture taken of a student seated in a wheelchair retrieving an item hung on a bulletin board that is too high.

Essential Description: The image of a student seated in a wheelchair shows her trying to reach an item hung too high on the bulletin board. Text indicates the board is hung at sixty inches to the center of the board. Picture demonstrates how items placed above the center height of the board may be inaccessible to some users.

Detailed Description: The image is a black, white, and grey photo of a student seated in a wheelchair on the left of the image and a bulletin board on the right side of the image. The bulletin board has a dotted line displayed directly through the middle of it that states “Center height” and a line with arrows on both sides coming from the bottom of the image to the dotted line that states “60”. This shows that from the floor to the center of the board is fifty-four inches. The student seated in the wheelchair is shown reaching for an item hung on the upper half of the board with their arms only reaching to the center of the board.

Figure 2: Accessible Installation

Brief Description: A picture taken of a student seated in a wheelchair who is able to reach a paper hung on a bulletin board at fifty-four inches.

Essential Description: The image of a student seated in a wheelchair shows her able to reach and retrieve an item hung on the bulletin board. Text indicates the board is hung at fifty-four inches to the center of the board. Picture demonstrates the accessibility of the bulletin board at this height for people who are seated in a wheelchair and/or short-stature people, for example.

Detailed Description: The image is a black, white, and grey photo of a student seated in a wheelchair on the left of the image and a bulletin board on the right side of the image. The bulletin board has a dotted line displayed directly through the middle of it that states “Center height” and a line with arrows on both sides coming from the bottom of the image to the dotted line that states “54”. This is to show that from the floor to the center of the board is sixty inches. The image of the student seated in the wheelchair shows them reaching for an item hung above the center height on the board with their arms at normal reaching positions, indicating that the items are more accessible for them to reach.