



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

Introduction:

Many people are unable to access standard bulletin boards, blackboards, and white/dry-erase boards due to inappropriate height. Therefore, it is necessary to standardize a height protocol for board purchase, installation and use throughout campus. This protocol addresses the needs of all users, such as short stature people or people in wheelchairs.

Background:

Currently, ADA has guidelines for signage, but does 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" places small boards too high for the reach of many users (see example).

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:

- Acquire the appropriate size board.
- 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.)

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Rationale:

- Passive use of the boards includes reading the posted information.
Example: Reading a flyer tacked on a bulletin board. Many bulletin board postings use standard small print. To be legible, a reader must move up close to the posting.
- Active use of the boards includes manipulating information on boards. This includes writing information on a white board, posting papers on bulletin boards, removing informational items, and turning over items on bulletin boards for legibility.
- Boards should be reachable by users for hanging material. (A basketball player can bend over easier than a paralyzed person in a wheelchair can stand up).

Photos:

<p>Figure 1: Wrong Installation Board hung too high at 60" mid-height</p>	<p>Figure 2: Correct Installation Board hung at 54" mid-height</p>

Please refer to pages 3 and 4 for Equivalent Text Descriptions

References:

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

(2009) Ammann, C. S., Snyder, T., Will, R. & Smith, R. O.



Equivalent Text Descriptions

Figure 1: Wrong Installation

Brief Description: The image is a picture taken of a student seated in a wheelchair retrieving an item hung on a bulletin board that is incorrectly installed at sixty inches.

Essential Description: The image of a student seated in a wheelchair is showing them trying to reach an item hung on the bulletin board. The bulletin board is hung at sixty inches to the center of the board, making it difficult for the user to reach items placed in inaccessible places. In this case, the student seated in the wheelchair is unable to retrieve or place any item above the center of the board. Therefore, any items placed above the center height of the board may be inaccessible to 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 is to show that from the floor to the center of the board is fifty-four inches. The image of the student seated in the wheelchair shows them reaching for an item hung on the board with their arms only reaching to the center of the board, indicating that any item hung above the center height it is too high for them to reach.

Figure 2: Correct Installation

Brief Description: The image is a picture taken of a student seated in a wheelchair reaching for a paper hung on a bulletin board that is correctly installed at fifty-four inches.

Essential Description: The image of a student seated in a wheelchair is showing them reaching for an item hung on the bulletin board. The bulletin board is hung at fifty-four inches to the center of the board, making it much more accessible for them to reach items on the board. For instance, the shorter installation height makes reaching and retrieving items on the board more accessible for people who seated in a wheelchair and short-stature people among others.

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.