

National Library of Australia
Disability Inclusion Action Plan
2024-2026



Easy Read
July 2024

About this document

Difficult Words



This document is written in an easy way to read.



You might not know some words.

The first time we use those words they are **blue**.

We tell you what they mean.



We may use the words again later.

You can check the [Word List](#) at the back of this document.



You can ask for help to read this document.

You could ask:

- a family member.
- a friend.
- a support worker.

The National Library of Australia



This document is written for the National Library of Australia.

We are also called the NLA.

When you see the word **we** it means the NLA.



The National Library collects books and items about Australia and its people.

It looks after them for future Australians, too.



You can see the collection of documents:

- at our building in Canberra
- on our website.



We want people to:

- know about our collections
- be able to access our documents
- connect with us.

Our Disability Inclusion Action Plan

This plan is to make sure everyone is **included**.



Inclusion means that everyone:

- is welcome
- is valued
- has what they need to be there.

We have developed a **Disability** Inclusion Action Plan.



It says:

- what we will do in the next three years
- that we will make sure we include people with disability.

When you see 'the Plan' it means the Disability Inclusion Action Plan.



Disability is when someone may find it hard to:

- walk
- see
- hear
- speak
- learn.

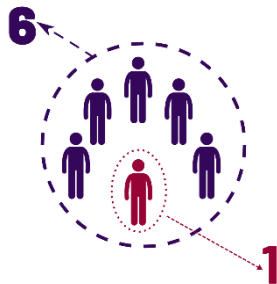
This is a **summary** of the Plan.



A summary is a shorter version of something.

The APS Disability Inclusion Plan

Employment of people with disability



For every 6 people in Australia, more than 1 person has disabilities.



It is much harder for people with disability to find **employment**.

Employment is when you have a job that pays you.



Some people have hidden disabilities.

These are disabilities you cannot see.



They might not want to share their disability due to fear of **discrimination**.

Discrimination is when you are treated badly because of something different about you.

APS Employment targets



Australian Government

We are part of the Australian Public Service (APS).

The APS is the part of the Australian government made up of different departments.



This includes:

- education
- employment
- the environment
- health and aged care.



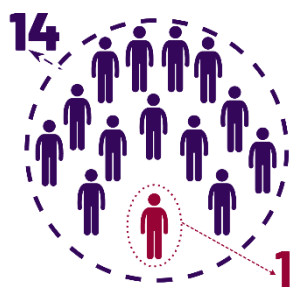
The APS wants to include people with disability in its workforce.



It has 2 **targets**.

A target is something they try to do.

1. Our target is making sure people who visit the Library feel like they belong and are welcomed.



2. The Library wants to employ more people with disability.

It has a **Strategy** on how to do this.

A strategy says how to do something.

The Plan

The plan will improve access and inclusion for all Library visitors.

The plan will help people access the Library's collection.



The plan has 4 goals that focus on disability inclusion.

The Goals

The 4 goals aim to remove or reduce **barriers** for people when

- accessing collections
- visiting **exhibitions** or events
- employing people.





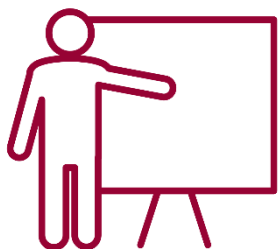
Barriers stop you doing things you want to do.



Exhibitions are a public display of items such as pictures, statues or objects.

Goal 1: Attitudes and behaviours

1



Build an inclusive culture

1. Have a disability inclusion program that tells people about why inclusion is good for the Library.
2. Provide inclusion training to staff.



Contracted workers are people who work for the Library but have a different employer.



3. Speak to the Disability Network to share stories of people with disability.



Build a safe and trusted workplace.

1. Build a disability network for staff to collect feedback and advertise disability events.



2. Help people to make **workplace adjustments**.

Workplace adjustments are changes made so you can do a job.



Build awareness, accountability and engagement.

Engagement is how we communicate.

1. Write a communication plan and tell everyone about it.
2. Make sure our staff want to help make things better for disabled people.



2

Goal 2: Accessibility



All visitors to the Library have access to all exhibitions and events.

Improve accessibility in the Library building.



1. See what problems there at the Library that need to be fixed.
2. Make it easier to move around the Library.



3. Make sure library software is accessible for all users.
4. See if there is enough accessible seating for people.

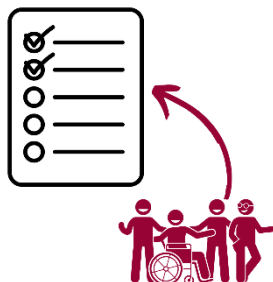


5. Find more accessible parking and drop-off places.
6. Make it easier to access the theatre.



Provide hearing services for those who are hard of hearing.

1. Add hearing systems to other parts of the library.
2. Every year complete an **audit** of hearing services.



An audit is when you make sure everything is where it is meant to be and works.



Signs and finding your way around

1. Make signs easier to read and understand so visitors can find where they are going.



Public buildings and services

1. Make sure wheelchair borrowing services are easy to use and are accessible
2. Update communication around bag restrictions.
3. Make sure the Library is service animal friendly.





4. Build adult change rooms
5. Create a quiet and sensory room for visitors.



Exhibitions, events and programs

1. Have programs and services for people with disability.
2. Make sure all our exhibitions and events are accessible for all visitors.



Website accessibility

1. Make sure our online collection is accessible for all users.
2. Use a style guide that meets accessibility rules.

3

Goal 3: Employment



People with disability have the right to be hired and kept in their jobs.



Hiring and selection needs to include access and inclusion.

1. Use words in job advertisements that are easy read.
2. Use advice from the Australian public service disability employment strategy.
3. Make sure there are career pathways for people with disability.



Procurement of services

Procurement is when we ask people who are not employees to do some work for us.



This might be:

- Contracted workers
- Security workers
- Tradespeople such as plumbers.



1. All procurement rules must be available in accessible formats.



Workplace adjustments

1. Update workplace rules so people with disabilities can make adjustments to how they work.
2. Stay members of the Australian Disability Network and the Diversity Council of Australia.



4

Goal 4: Our systems and processes



We will make accessibility and inclusion part of our **technology** systems.

Technology is the use of devices or tools such as computers, laptops or phones.



Keep improving the technology by:

1. making sure feedback surveys are easy to find and accessible.
2. getting advice from people with disability from the Australian Disability Network.



Improve the accessibility of **Trove**

Trove is the Library's free research website.

1. Fix accessibility issues with Trove to make it more accessible and easier to use.



Improve how we **evacuate** people with disability to keep them safe

Evacuation is when people need to leave a place that is dangerous.

1. Update evacuation rules for people with disability.

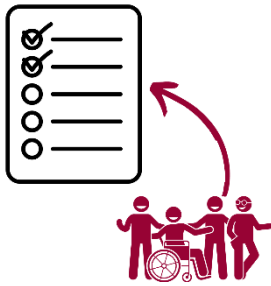


Embedding access

Embed is to make one thing part of another.

1. All information and templates must be available in accessible format.

Word List



Audit

An audit is when you make sure everything is where it is meant to be and works.



Australian Government

Australian Public Service and APS

The APS is the part of the Australian government made up of different departments.



Barriers

Barriers stop you doing things you want to do.



Contracted workers

Contracted workers are people who work for the Library but are employed by a different workplace.



Disability

Disability is when someone may find it hard to:

- walk
- see
- hear
- speak
- learn.



Discrimination

Discrimination is when you are treated badly because of something different about you.



Embedding access

Embed is to make one thing part of another.



Employment

Employment is when you have a job that pays you.



Engagement

Engagement is how we communicate.



Evacuate

Evacuation is when people need to leave a place that is dangerous.



Exhibition

Exhibitions are a public display of items such as pictures, statues or objects.



Hidden disability

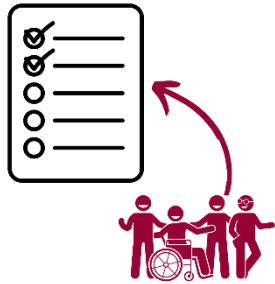
These are disabilities you cannot see.



Included and inclusion

Inclusion means that everyone:

- is welcome
- is valued
- has what they need to be there.



Strategy

A strategy says how to do something.



Summary

A summary is a shorter version of something.



Technology

Technology is the use of devices or tools such as computers, laptops or phones.



Target

A target is something we try to do.



Trove

Trove is the Library's free research website.



Workplace adjustments

Workplace adjustments are changes made so you can do a job.

Easy Read images by [The Easy Read Toolbox](#) or through Creative Commons (Microsoft 365, NLA photo attribution: [Ryan Wick, Flickr](#)).

Easy Read document written by Teigan Southwell, The Easy Read Toolbox for NLA.