

Reclamation Manual

Directives and Standards

Accessibility Symbols

1. **Accessibility Symbols.** When offering services to accommodate persons with disabilities, it is important to communicate that a particular service is available and that something is accessible. Using signs with standard symbols is the most familiar and effective way to alert persons that a particular service is available. Use these symbols where the service or amenity is provided in conformance with the Reclamation Sign Manual:



A. **Access for Individuals Who Are Blind or Have Low Vision (Other Than Print or Braille).** This symbol is used to indicate access for people who are blind or have low vision, including: a guided tour, a path to a nature trail or a scent garden in a park, and a tactile tour or a museum exhibition that may be touched.



B. **International Symbol of Accessibility.** The wheelchair symbol will only be used to indicate access for individuals with limited mobility including wheelchair users. For example, the symbol is used to indicate an accessible entrance, bathroom or that a phone is lowered for wheelchair users. Remember that a ramped entrance is not completely accessible if there are no curb cuts, and an elevator is not accessible if it can only be reached via steps.



C. **Audio Description.** Audio description is a service for persons who are blind or have low vision that makes the performing arts, visual arts, television, video, and film more accessible. Description of visual elements is provided by a trained Audio Describer through the Secondary Audio Program (SAP) of televisions and monitors equipped with stereo sound. An adapter for non-stereo televisions is available through the American Foundation for the Blind, (800) 829-0500. For live Audio Description, a trained Audio Describer offers live commentary or narration (via headphones and a small transmitter) consisting of concise, objective descriptions of visual elements (i.e., a theater performance or a visual arts exhibition).



D. **Telephone Typewriter (TTY).** This device is also known as a text telephone (TT), or telecommunications device for the deaf (TDD). TTY indicates a device used with the telephone for communication with and between deaf, hard of hearing, speech impaired and/or hearing persons.

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E. **Volume Control Telephone.** This symbol indicates the availability and location of telephones that have handsets with amplified sound and/or adjustable volume controls.



F. **Assistive Listening Systems.** These systems transmit amplified sound via hearing aids, headsets or other devices. They include infrared, loop and FM systems. Portable systems may be available from the same audiovisual equipment suppliers that service conferences and meetings.



G. **Sign Language Interpretation.** The symbol indicates that Sign Language Interpretation is provided for a lecture, tour, film, performance, conference or other program.



H. **Accessible Print.** The symbol for large print is "Large Print" printed in 18 point or larger text. In addition to indicating that large print versions of books, pamphlets, museum guides and theater programs are available, the symbol must be used on conference or membership forms to indicate that print materials are available in large print. Sans serif or modified serif print with good contrast is important, and special attention must be paid to letter and word spacing.



I. **Information Symbol.** This symbol is used on signage or on a floor plan to indicate the location of the information or security desk. Where there is more specific information or materials concerning access accommodations and services such as "LARGE PRINT" materials, audio cassette recordings of materials, or sign language interpreted tours, the appropriate symbol should be used.

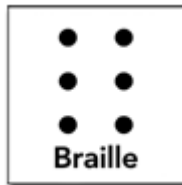


J. **Open Captioning (OC).** This symbol indicates that captions which translate dialogue and other sounds in print are always displayed on the videotape, movie or television program. OC is preferred by many, including deaf and hard-of-hearing individuals, and people whose second

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language is English. In addition, it is helpful in teaching children how to read and in keeping sound levels to a minimum in museums and restaurants.



K. Braille Symbol. This symbol indicates that printed material is available in Braille, including exhibition labeling, publications and signage.