

Website Accessibility Guidelines

Definitions

LRFD:

Acronym for Lookingglass Rural Fire District. Within this document, it also is described as The District.

authoring tool:

Includes WYSIWYG web page editing tools, content management tools, development tool for applet, scripts, or applications, non-text media (e.g. video, audio, images) editing tools, social media content authoring tools (e.g. blogs, wikis, social networks).

Authoring Tool Accessibility Guidelines (ATAG):

Accessibility requirements for web authoring tools, including software and services that are used to produce web content, for example HTML editors, content management systems (CMS), or online forums. ATAG guidelines outline both how to make the tools accessible and also how the tools can be built to help create more accessible content.

internal website:

Website developed or procured to meet an internal LRFD business need, such as timesheet management. Access to such sites is only available to LRFD members of staff, both permanent and temporary.

public website:

Website developed or procured to support or inform LRFD customers and members of the public.

user agent:

Includes browsers, media players and applications that render web content.

User Agent Accessibility Guidelines (UAAG):

Accessibility requirements for web browsers, media players, and some assistive technologies that process and present web content to users.

Web content:

Includes electronic documents, websites, services, and applications delivered via the web.

Web Content Accessibility Guidelines (WCAG) 2.0

Accessibility requirements for web content, including text, images, audio-visual materials, and the code used for structure, style, and interactions.

Website:

Includes websites, services, and applications created using Open Web Platform technologies. Note this includes web applications developed solely for mobile platform delivery.

Policy Statement

1. All new and redesigned web content published after the effective date of the amended Information Technology (IT) policy by LRFD which includes reference to this Website Accessibility Guidelines, will conform, at a minimum, to WCAG 2.0 Level AA success criteria. LRFD does not have responsibility for the accessibility of external websites and documents that are linked from our website. We will request that linked sites with accessibility issues meet minimum WCAG success criteria.
2. All existing web content published prior to the effective date of this policy will be modified, or available in alternative form on request, to conform, at a minimum, to WCAG 2.0 Level AA success criteria. Web content hosted on the LRFD public website will be addressed no later than September 30, 2019.
3. All internal content management systems (CMS) and web content authoring tools will conform to ATAG Level AA success criteria by September 30, 2019. Where websites, services, or applications provide users with the opportunity to generate content, the interfaces provided will conform to ATAG Level AA.
4. All internal user agents will conform to UAAG Level AA success criteria by September 30, 2019. Where user agents are used as part of a website, service, or application, such as a media player, they will conform with UAAG Level AA success criteria by September 30, 2019.
5. This policy does not stipulate any particular technology or design approach. The aim is to maximize access to and use of LRFD websites by people with disabilities.
6. Report any issues to webmanager@lookingglassfire.org

Accessibility Examples

1. Graphics with meaning have text-readable captions or alternative text describing the contents of the graphics.
2. Website pages and documents can be read aloud by text-to-speech software, apps, or browser extensions.
3. Website pages and documents can be navigated from the keyboard in browsers and document readers that have such a function enabled.
4. Videos of meetings that are posted on YouTube have closed-captioning available. If closed-captioning is not available for a particular meeting video, a text transcript may be made available upon request. There will be no charge for a transcript for District residents/property owners. Others may be charged a fee for a transcript.
5. Portable Document Files (PDF) that are created from scanned documents typically are not readable by text-to-speech software or browser extensions. The District [webmanager](mailto:webmanager@lookingglassfire.org) can be contacted for a text version or audio recording of such documents. There will be no charge for alternative versions for District residents/property owners. Others may be charged a fee for a transcript.