

State of California - The Resources Agency CALIFORNIA STATE PARKS		MANUAL
<b>DEPARTMENTAL NOTICE</b> <b>No. 2000-07</b>		Operations
SUBJECT		CHAPTER
ACCESSIBILITY AND PUBLICATIONS POLICY		DOM 1800 (new)
ISSUED	EXPIRES	REFERENCE
October 19, 2000	When Incorporated	

DPR 375 (Rev. 11/97)(Word, 12/3/97)

WHEN APPLICABLE, ENTER THE NUMBER AND DATE OF THIS DEPARTMENTAL NOTICE IN THE MARGIN OF THE MANUAL PAGE, ADJACENT TO THE SECTION(S) AFFECTED BY IT.

***This Departmental Notice has been re-created for transmittal in electronic format. The original notice was signed by Mark Schrader, Chief, Park Design and Construction Division; and Dick Troy, Deputy Director, Park Operations.***

## INTRODUCTION

Communicating park information to the public is essential to the mission of the California Department of Parks and Recreation. This communication often takes the form of publications. The Americans with Disabilities Act of 1990 (ADA) requires that public entities' publications are accessible to people with disabilities; therefore, the Department must ensure that its communications with individuals with disabilities are as effective as its communications with others. Regulatory references: 28 CFR 35.160-35; Title II TAM 11-7.000.

This Departmental Notice establishes a policy to ensure that the Department's publications comply with the law and also establishes clear standards to follow in producing accessible publications throughout the Department. In addition to being accessible, publications must provide accurate information about accessible facilities and programs.

## ACCESSIBILITY AND PUBLICATIONS

**All new or reprinted Department publications shall be prepared using the following parameters based on the Americans with Disabilities Act of 1990 (ADA).** This policy applies to publications developed at the Headquarters, District or Unit level, including items produced by cooperating associations and concessionaires, and park program materials. Publications include brochures, booklets, books, announcements, advertisements, park maps, campground maps, plans, technical reports and newsletters.

### 1. Public Information

- A. Publications shall integrate information about accessible features with general descriptive information regarding park sites and facilities. A standard symbol of accessibility shall be used to locate accessible features on maps and to identify the location of accessibility information within the publication text.



- B. Publications shall state the availability of a teletypewriter (TTY), if available. If a TTY is not available, the publications shall include the following statement: “To use the California Relay Service with TTY, call (888) 877-5378 or without TTY, call (888) 877-5379.”
- C. Publications shall incorporate the following standardized accessibility statement: “California State Parks does not discriminate against individuals with disabilities. Prior to arrival, visitors with disabilities who need assistance should contact — (contact and phone number).”

*This statement encourages visitors to request assistance, such as American Sign Language (ASL) interpretation for the deaf. There are other languages that are used, including Signed Exact English (SEE), Manual Coded English (MCE), or Pidgin Signed English (PSE). A visitor may prefer Real Time Captioning.*

- D. When applicable, publications shall state: “This publication is available in alternate formats by contacting — (contact and phone number).”

*Alternate formats include audio tape recordings, large print, Braille, electronic file, and the Internet.*

## 2. Standard Type Font Size

- A. Standard type font size for brochure text is 12 point. Fonts should be easy to read and may be either serif or sans serif.

This is an example of 12-point type font (Arial).

## 3. Large Print

- A. Printed park visitor information shall be available upon request in large print format.
- B. Large print materials shall be at least 18-point size in sans serif type font. “Sans serif” means without any short lines stemming from and at an angle to the upper and lower ends of the strokes of a letter. See examples below:

**This is 18-point size.**

**This is Arial – an acceptable sans serif font.**

**This is Times New Roman – an unacceptable font for Large Print formats.**

4. Contrast

- A. To enhance readability, dark print or graphics should be used on a light background. Reversed light print with a dark background may also be acceptable, if there is high contrast.

5. Symbols

- A. International recreation symbols should be used on park maps, whenever possible, to identify areas, facilities, or points of interest.

6. Readability

- A. Publications shall be easy to read. Concise sentences without slang or academic jargon should be used whenever possible.

7. Compliance Review

- A. All new or redesigned publications of park visitor information, such as the California State Parks Official Map, the Reservations Brochure and individual park brochures, shall be reviewed by the Accessibility Section before printing. This review shall be scheduled to coincide with the appropriate stage of review during design of each publication. The Accessibility Section will review for content on accessible features, type and other items mentioned in this notice.

If you have questions regarding this notice, please contact Linda McDonald, at (916) 654-2442 or CALNET 454-2442.

Signed by

Mark Schrader  
Chief, Park Design and Construction Division

Signed by

Dick Troy  
Deputy Director, Park Operations