

## AUDIT YOUR SPACE

What overall feel does your library present? To whom does it appeal? To whom might it not appeal?

Check your library for the following:

Colors and light

Accessibility (entrance/exit, space around tables, weight of doors, height of shelves, bathrooms, etc.)

Comfortable seating

Places to write

Lighting, inside and out

Signage – Clear, non-library lingo? Easily seen? Multiple languages?

Meeting rooms – availability, A/V, refreshments

Can you think of other areas that should be checked?