

Exhibition and Gallery Spaces

Note: It is recommended that people also refer to the ‘Access Audit’ to assist in the evaluation of their venue.

Exhibition Environment	Yes	No	Comments
Is your exhibition space accessible to people using a wheelchair or mobility aid?			
If any part of your space is not accessible, have you provided an alternative way of viewing work? For example photographic reproductions of works or videos			
Is your reception area and any service counters at a height that can be accessed by a person using a wheelchair? (No higher than 1000mm)			
Are there clear pathways through your exhibition environment? (1100mm or more)			
Are any hazardous objects (things jutting from a wall etc) clearly marked?			
Are noise levels reasonable?			
Have you avoided overlapping sounds as they may make navigation confusing for a person who is blind?			
Is lighting consistent throughout the space?			
If lighting levels change, is this change gradual or clearly identified?			
Is there rest seating with arm rests in the viewing space? (Seating should be higher than 500mm from the ground)			
Display of Objects	Yes	No	Comments
Are wall mounted works hung at a height of between 1220m and 1675mm from the floor?			
Are display cases or tables no more than 915mm in height (from floor to display surface)?			
Under display cases and tables is there knee room of at least 750mm in height, 900mm in width and 400mm in depth to allow wheelchair users to look at displays?			
Is glass used in display cases non-reflective?			
Is there a contrast between works displayed and the surface or back panel of any display case (eg. ensure that there is clear colour contrast)?			

Display of Objects continued	Yes	No	Comments
Are smaller objects mounted at the front of display cases?			
If objects are very small, have you provided a reproduction (photographs/illustrations) of works?			
If objects are mounted on a pedestal, is the pedestal no more than 1000mm in height?			
Have you ensured that it is easy to move between display cases, tables, pedestals in the exhibition space (aisles of at least 1100mm)?			
Have you ensured that any pedestals, display cases etc are hazard marked (using tactile ground indicators)?			

Note: Refer to the ‘Print and Publication Guidelines’ for information on alternative formats and general print guidelines.

Labels & Text	Yes	No	Comments
Are main panels and introductory text in 24-point or larger?			
Is label text 18-point or larger?			
Is all text in a simple sans serif font?			
Is text left justified?			
Is text printed on a solid background?			
Is text and background contrast at least 70%?			
Have you used Plain English in all labels/text?			
If Plain English is not used, have you provided a Plain English version?			
Is there an audio version of labels/text available?			
Do you also use Braille labels?			
Can visitors get close to all labels/text? (labels should not be put at the back of display cases)			
Is there adequate light to read labels/text?			
Is the placement of labels/text consistent throughout the exhibition space?			
Are labels/text placed at a height of between 1220mm and 1675mm from the floor?			
Are outdoors labels/text composed of a black or dark background with white or light type (this assists in legibility)?			

Catalogues	Yes	No	Comments
Do all printed catalogues meet print guidelines for accessibility?			
Have you developed a Plain English catalogue? Do you provide a large print catalogue?			
Do you provide a Braille catalogue? Is there an audio version of the catalogue available?			
Can any alternative format catalogues be purchased or taken by visitors?			
Exhibition content	Yes	No	Comments
Do you use appropriate language/images in the description or portrayal of people with disabilities?			
Have you included people with disabilities when appropriate? (For example as part of a social history exhibition)			
Where appropriate, have the disability community and people with disabilities been consulted in exhibition development?			
Audiovisual material	Yes	No	Comments
Can audiovisual material be viewed by a person using a wheelchair?			
Can any interactive audiovisual material be accessed by a person using a wheelchair?			
Can interactive audiovisual material be operated using only one hand?			
Is audiovisual material captioned?			
Are the instructions for use of audiovisual material clear and easy to follow?			
Does the audio used in audiovisual material provide as much information as the visual does?			
Theatrettes and auditoriums	Yes	No	Comments
Do theatrettes or auditoriums have seating spaces suitable for people using wheelchairs?			
Can people using wheelchairs sit with their companions?			
Do you have a hearing augmentation system (eg. hearing loop) in your theatrette or auditorium?			

Theatrettes and auditoriums continued	Yes	No	Comments
Do you caption all audiovisual material?			
Do you provide Auslan sign interpreters for all public events?			
Access services	Yes	No	Comments
Do you have tactile opportunities for people in your gallery?			
Are tactile opportunities part of your normal display?			
Do tactile opportunities enhance the exhibition experience and assist in understanding the display?			
Do you have any Braille information or guides?			
Do you provide an audio guide of the exhibition?			
Has this been developed in consultation with the blind community?			
Do you provide Auslan sign interpreted tours?			
Do you incorporate multi sensory experiences, eg. sound, scent?			
Have you considered ways that people with an intellectual disability may access your exhibition?			
Do you use pictograms (basic symbols) to assist in exhibition access?			
Do you clearly mark any elements of an exhibition that may be hazardous? For example strobe lighting, smoke effects, loud noises.			
Have you consulted people with disabilities about access services and displays?			
Do your public programs cater for people with disabilities?			
Do your outreach services cater for people with disabilities?			
Have all staff received disability awareness training?			
Is there a staff person responsible for disability access services?			
Is the staff person responsible for disability access clearly identified in all publicity and promotional material?			
Are all access services and facilities included in all publicity/promotional material?			