

**APPENDIX B**

## GLOSSARY

**Abbreviation Expansion** - Abbreviation expansion programs allow the user to type several words or sentences with abbreviated keystrokes.

**Academic Librarians** - Professionals who are employed in college libraries, are retired college librarians, or who have served as college librarians or have taught academic library courses within the last five years.

**Academic Libraries** - College libraries

**Access** - Freedom or ability to use (ALA)

**Alternative Keyboards** - Alternative keyboards provide more efficient means for individuals with disabilities to enter information. Some features that may be included on alternative keyboards might include sticky keys, one-handed keyboards, larger keys and remappable keys.

**Assistive Technology** - The technologies and services needed by individuals with disabilities to function on an equal basis with their non-disabled peers.

**Assistive Technology Device** - Any item, piece of equipment or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities (ATA).

**Assistive Technology Service** - Any service that directly assists an individual with a disability in the selection, acquisition, or use of an AT device. The term includes evaluation of the AT needs of the individual, services involved with providing for the acquisition of the AT, selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing or replacing AT and the coordination and use of necessary interventions or services with AT, training or technical assistance for an individual with disabilities and training and technical assistance for professionals (ATA).

**Braille** - A system devised by Louis Braille for embossing or transcribing characters represented by raised dots.

**Braille Printers** - Braille printers produce raised dots on paper instead of print. Braille printers can be connected to a computer through an ordinary parallel interface port like a standard printer.

**Braille Display or Interface** - Either desktop or portable units that interface with the computer system to display braille characters by converting ASCII text into braille.

**Braille Translation Software** - Braille translation software translates and formats text for the braille printer.

**Breath Switch** - Switch operated by breath or sip-and-puff control.

**Closed Circuit Television (CCTV)**- A camera lens and television monitor that will enlarge text and images for reading, writing and graphics applications. The camera has controls for focus, contrast and magnification. CCTV's are available in desktop and portable models.

**Consensus** - An agreement reached as indicated by measures of central tendency after repeated iterations of the Delphi questionnaire. The purpose of consensus is to focus attention on the most relevant issues in the study.

**Conventional Print** - Print material less than 14-point type.

**Critical Problem** - A problem that impedes progress toward implementing AT or that negatively impacts individuals with disabilities in a library setting.

**Cylinder Switch** - Switch operated by hand or foot.

**Delphi Method or Technique** - An anonymous group communication structure aimed at producing detailed critical examination and discussion. Consensus is generally considered a property of this technique. However, reaching consensus is only for the purpose of identifying and focusing attention on areas of agreement and disagreement (Turoff & Hiltz, 1996).

**Disability** - A physical or mental impairment that substantially limits one or more of the major life activities of an individual, an individual who has a record of such an impairment or is regarded as having such an impairment (ADA, 1990).

**Eligible User** - An individual who meets the established eligibility requirements for a given service.

**Facilitator(s) or Moderator(s)** - The individual(s) who are responsible for selecting the panelists, issuing the Delphi probe, designing the questionnaire, providing feedback to the panelists, coordinating the results and interpreting the final consensus for the reader.

**Hard Technologies** - AT devices. Synonymous with high technology.

**Head-Pointer Switch** - Switches operated by head movements.

**High Technology** - AT devices that are expensive, more difficult to produce and to obtain. Some examples of high technology devices would be electronic communication devices and computers (Cook & Hussey, 1995, p.7).

**Key Filtering** - Software that filters out accidental keystrokes by increasing the response time of individual keys.

**Keyboard Modification Software** - Using function keys to utilize functions such as key filtering, repeat keys, sticky keys, macros and abbreviation expansion, the user can use a standard keyboard.

**Large Print** - Print material greater than 14-point type.

**Low Technology** - AT devices that are inexpensive, simple to produce and to obtain. Some examples would be pencil and paper communication boards and modified eating utensils (Cook & Hussey, 1995, p.7).

**Macros** - Automatic keystrokes or words that appear when one single letter is typed. Macros save time when typing routine information such as names and addresses.

**On-Screen Keyboard** - On-screen keyboard software packages are available and can be used by clicking a switch and highlighting the desired key.

**On-Screen Switch** - Numerous switches are available for accessing on-screen keyboards. Some of these include: pillow, cylinder, toggle, breath, sound, visual, head pointer and weight switches.

**Mode** - A measure of central tendency indicating that an item occurs with the most frequency.

**Optical Character Recognition (OCR) Systems** - OCR systems consist of a scanner, text recognition software, an interface card and a cable. OCR's can function as either an input device, downloading information to a computer or as an output device, providing speech output.

**Pillow Switches** - Switch operated by the hand or foot.

**Print Disability** - Any physical or cognitive disability that interferes with a literate individual's ability to use print sources. Print disabilities may include visual impairments, cognitive disabilities such as dyslexia and disabilities that affect motor control (McNulty, 1993). This study will focus primarily on technologies and services for visually impaired readers and readers with cognitive disabilities such as dyslexia.

**Refreshable Braille Displays** - Enables the patron to read the contents of the screen tactually.

**Refreshable Braille displays** translate visual information into a tactile format.

**Repeat Keys** - Strings of repeated keys are prevented using software that disables the keyboard's repeat function.

**Screen Magnifier** - Screen magnifiers are either hardware or software that magnify or enlarge print fonts.

**Screen Readers** - Provides voice output for written text. Patrons can control the volume, pitch and speaking rate. Screen readers are software that may be used either with refreshable braille displays or speech synthesizers.

**Soft Technologies** - Human areas of decision making, strategies, training and concept formation. Soft technologies are generally captured in one of three forms: 1.) people, 2.) written information, and 3.) computer skills (Bailey, 1989). Soft technologies may be distinguished from AT services in that they often involve administrative functions to obtain AT instead of AT services.

**Sound Switch** - Switch operated by speech or audio

**Speech Synthesizer** - Either internal or external speech devices that enable the computer to speak written text. Circuit-cards may be installed internally on desktop units. Credit-card sized units are available for notebooks and other portable systems. External systems are available for both desktop and portable computers.

**State-of-the-Art** - A term used to describe best practice at a given point in time. It implies the use of the best tools, materials, and knowledge available at a given time (Cook & Hussey, 1995, p.13).

**Sticky Keys** - Sticky keys software transforms two-hand strokes such as capitalization into single hand strokes.

**Substantive Issue** - Issues that are of crucial importance to the implementation of AT in a library setting.

**Toggle Switch** - Switch operated by hand or foot.

**Video Magnification** - Software than enlarges text and graphics. Video magnification systems can be used while running other applications such as word processing.

**Visual Switch** - Switch operated by eye movement.

**Web Browser** - Web browsers convert the text from web pages into visual and speech displays.

**Weight Switch** - Switch operated by a shift in body position.