

# Accessibility Policy

At the Minnesota Office of School Trust Lands (OSTL), the right of all members of the public to access information is integral to our function as a government agency. Therefore, OSTL is committed to making its website accessible to everyone to the greatest extent possible.

Some users with or without disabilities may not be able to see, hear or process some information in specific formats; may have difficulty reading or understanding text; or may not be able to use a keyboard or a mouse. OSTL has designed its website to ensure that the site and its content are useful to and accessible by all users.

OSTL is required by state and federal law to provide equal access to information maintained by the agency, by making the information available to individuals with disabilities in a format that allows them to access the information whenever possible. OSTL also is required to comply with Web Content Accessibility Guidelines (WCAG) 2.0 level AA and Section 508 Subpart B Electronic and Information Technology standards. OSTL has developed its website in accordance with these standards. In addition, OSTL has developed its website and web content to ensure compatibility with common adaptive and other technologies to enhance the usability of the website for all users.

Most of the information on OSTL's website is fully accessible and complies with these standards. If information on an OSTL web page or document is not in an accessible format, OSTL will provide the information in an alternative format upon request.

OSTL will continue to review and update its website to ensure compliance with current and future standards. It is committed to providing strong digital government services and information to all users.

## **Links to External Publications and Websites**

The OSTL website may contain links to non-OSTL publications and web pages on external websites. OSTL has no control over content or accessibility at these non-OSTL publications and external websites. Links are provided as a service to our audience, in an effort to provide additional information where applicable. OSTL is not responsible to make this external information accessible.

## OSTL Website Features

The OSTL website has incorporated features intended to make the experience of interacting with our website positive and productive for all of our users. Some of the accessibility features incorporated into the OSTL website include:

**Common Look and Feel with a Simple Design.** Most pages on the OSTL website have a similar layout, making site navigation easier. Overall, the site is primarily text-based and has a simple, straightforward design.

**Accessible Images.** Images that are included on the OSTL website contain alternative text, which assistive technologies can read to the user to provide greater access to the information presented visually.

**Adjustable Text Size.** Text size can be increased with the web browser's text size adjustment feature. For more information about text size adjustments within a specific browser type and version, site visitors should consult their browser documentation.

**Tags.** Consistent with the website standards that OSTL adheres to, the OSTL website uses correct HTML markup – known as tags – to designate web page elements. These tags automatically allow assistive technology users to differentiate features such as page headings and subheadings. With correct OSTL markup, a site visitor using a screen reader will have the designation read to them, giving the user a better sense of how the information is organized and presented.

**Search Engine.** The OSTL website features a search engine that provides relevant and easy-to-use search results. The search engine allows quick navigation to desired content.

**Use of Tables.** The OSTL website avoids the use of tables as a means of displaying information. However, when tables need to be used, they employ HTML markup to differentiate table headings from data and to associate data with the appropriate table headings.

**Document Formats.** Most documents on the OSTL site are posted in accessible Adobe® Acrobat® portable document format (pdf), which can be accessed by users via screen readers and other accessibility tools. To view pdf documents, users must have Adobe Acrobat Reader™ version 4.0 or higher. To download or get help using Acrobat Reader, which is available free of charge, users must visit the Adobe Systems website.

## Contact OSTL

If you have a problem accessing content on the OSTL website, please notify OSTL's website administrator, Mark Waite, at [mark.waite@state.mn.us](mailto:mark.waite@state.mn.us) or 651-259-5628. Please be prepared to communicate the nature of your accessibility need, the web address or general location on the OSTL website of the requested information, and your contact information. We will work with you to resolve the concern or provide the information in an alternative format.