

Library services for disabled students

Welcome to Oxford Brookes University Library. Please ask staff at the enquiry desks or counters for help at any time. This leaflet is intended to help disabled people use the Library.

Services for people with dyslexia are slightly different. If you have dyslexia please see: Library Guide 8: Library services for students with dyslexia or other specific learning difficulties.

Who can help you?

- Your Subject Librarian - for help with subject specific queries, information skills, database searching and referencing.
Website <http://www.brookes.ac.uk/library/subject.html>
- Lending Services - for loans and reservations.
Tel. 01865 483120 Email lendingervices@brookes.ac.uk

Suggestions

Please email suggestions on improving accessibility to lib.suggestions@brookes.ac.uk.

Hearing induction loops

There are fixed hearing loops at Library Counters and Enquiry Desks. Portable loops can be borrowed from the university's Audio Visual Services (at Headington in Gibbs Building, G101/102 and at Wheatley in N Block, N1.02).

Student Disability Service

Some of the services provided by the Library are only available to disabled students who have registered with the Student Disability Service. We strongly advise you to contact them for advice and support. Some disabled students bring a support worker to the library with them. If you want to use the library independently, that's fine too.

Tel. 01865 484651 Email disabilitysupport@brookes.ac.uk
Website <http://disability-dyslexia.brookes.ac.uk/default.aspx>

Upgrade

Any student may visit the Upgrade Study Advice Service for

- 1:1 tutorials, drop-in sessions and take away resources on study skills, maths or information skills.
- Advice on study support software such as TextHelp and Inspiration.

They are based in Headington Library, and also visit all sites.

Email upgrade@brookes.ac.uk Website www.brookes.ac.uk/services/upgrade

Access to library buildings

Headington Library

The **main entrance** to Headington Library is on the First Floor of Clerici Building, via a flight of stairs. A route that involves fewer stairs is to take the lift in Abercrombie Building to the First Floor, and descend 8 stairs to the Library.

A **wheelchair accessible route** from the Gipsy Lane Main Foyer leads past Blackwells Bookshop and up a curved ramp to Sinclair East lift. Take the lift to the First Floor. Then go along the First Floor of Clerici Building to the Library. This route is open Monday to Friday, 9.00 -18.00.

An **alternative entrance for wheelchair users** is via the Staff Entrance using a swipe card. If you are using the staff entrance after 18.00 please use the telephone in the staff kitchen to ring Enquiry Desk staff (x3156/ 3157) who will unlock the internal door from the staff area to the Ground Floor for you. This door is locked at 18.00 and at weekends for security. Get a swipe card through the Student Disability Service.

For your own health and safety, please enter library buildings only during opening hours.

You are welcome to use the **staff lift** if you have a mobility impairment.

There are two **accessible toilets** on the Ground Floor, one at the foot of the main staircase and one near the staff entrance.

Wheatley Library

The **main entrance** is in H Block (the Tower Block) up a flight of stairs. The library is situated in H Block (the Tower Block) and Block HL.

An **accessible entrance** for wheelchair users is immediately under the link bridge via a swipe card access door into Block HL (opposite the ramp to the refectory). Please phone the Library on x5869 from the internal phone in the H Block foyer if you have forgotten your swipe card and we'll be pleased to help you. Some journals and pooled computers are available on this floor. Please use the lift to the First Floor to reach the rest of the library, including lending services.

A **Stannah stairlift** near the library counter provides access to the Library's mezzanine floor for books and the Assistive Technology Suite. Disabled students may use the Assistive Technology Suite for individual or group study. A small number of other group study rooms remain inaccessible to wheelchair-users.

There is an **accessible toilet** in the foyer of Building H.

Harcourt Hill Library

The Library is approached by a ramp and has automatic doors.

There is a lift to the Lower Ground Floor (ask for the key at the counter).

There is an **accessible toilet** on the Lower Ground Floor.

Study facilities for disabled students

Headington Library Assistive Technology Suite (ATS)

You may work in the Assistive Technology Suite, Room L3.11, a dedicated area for disabled students on the Second Floor of Headington Library. This is a more private space for individual study or people working with support workers.

Students with dyslexia may have 1:1 sessions with dyslexia tutors in the ATS, but may not normally use the room for individual study.

Please make a booking and collect the key at the Enquiry Desk Tel. 01865 483156.

- 4 PCs with full pooled room menu and high-visibility keyboards (yellow letters on black);
- 3 scanners;
- black and white printer with choice of paper or a colour printer;
- standalone colour video magnifier (CCTV);
- Height-adjustable desks (one electric);

Wheatley Library Assistive Technology Suite

A small Assistive Technology Suite is available for disabled students.

- 2 PCs with full pooled room menu and high-visibility keyboards (yellow letters on black);
- 1 scanner;
- standalone colour video magnifier (CCTV).

Please contact Wheatley Counter to make bookings. Tel. 01865 485869.

TextHelp	Text to speech, spelling support, scanning, highlighting tools ... for students with dyslexia.	All Pooled PCs + ATS
Inspiration	Mindmapping	All Pooled PCs + ATS
Supernova	Text magnification and screenreader ... for visually-impaired users	All Pooled PCs + ATS
ZoomText	Text magnification and screenreader ... for visually-impaired users	ATS
Dragon	Voice recognition software ... for people who find it difficult to type.	ATS
JAWS	Text magnification and screenreader ... for visually-impaired users	Please ask
Microsoft	Accessibility options	All PCs

Library services for disabled students

The following services are only available to enrolled students who have disclosed their disability to the Student Disability Service:

Borrow more books - 15 instead of 12

Free photocopying card

- Collect one free copy card with a small number of credits from the Headington Library Audio Visual Unit or the Wheatley or Harcourt Hill Library counters (available each year).
- Ask us to post a card to you if you're based at Marston Road or Swindon sites. Contact Katie Hambrook.
- On the black and white copiers an A4 copy takes 1 credit and an A3 copy takes 2 credits.
- Recharge the card when you've used all the credits. Rechargers are by the photocopiers. Allow 5.2p per A4 copy when recharging.
- If you need a receipt to claim against your DSA (Disabled Students Allowance), we need to watch you recharge the card. Please contact:

Headington	Katie Hambrook	Tel. 01865 483146
Wheatley	Jane Mitchell	Tel. 01865 485870
Harcourt Hill	Catherine Lauriol	Tel. 01865 488222

No fines on one and two week books

- Please return books as soon as possible to help other students.
- You will still have to pay fines on any Short Loan books that you return late.

Borrow reference material

- You may borrow a reference book overnight, or for the weekend if all the lending copies have been borrowed, except in weeks 7-13. Please ask your Subject Librarian.

Library guides

- Word and pdf copies of library guides are available on the Library's web pages at <http://www.brookes.ac.uk/library/guideintro.html>

Alternative format material

The library subscribes to a range of electronic resources, including electronic journals and some ebooks. For further details see <http://www.brookes.ac.uk/library/elecilib.html>

If you need reading material in alternative formats, this is obtained or produced by the Student Disability Service, not the library. The Student Disability Service can transcribe texts into electronic, audio, Braille or large print formats. They can also arrange tactile diagrams. Please allow plenty of time. For further details see <http://disability-dyslexia.brookes.ac.uk/alternative-format-production.aspx>. To contact the Alternative Format Production Service telephone 01865 484683 or email the Alternative Format Co-ordinator, Jude Savage, Email: judesavage@brookes.ac.uk

Other library services you may find helpful

We try to deliver all library services in a flexible way.

Reservations

- Access the Catalogue remotely at <http://catalogue.brookes.ac.uk>.
- Reserve the books you need, even if they are in the Library, and we will fetch them from the shelves for you to collect from the Library Counter. Please allow a couple of days.
- Choose the site where you collect your reservations.
- We'll email your Brookes email account when the books are ready for you to collect. You may also check the Borrower Information option on the Catalogue.

Electronic enquiry service

- Send us your question at <http://www.brookes.ac.uk/library/ask.html>
- For subject-specific queries email your subject librarian <http://www.brookes.ac.uk/library/substaff.html>

Electronic journals, books and databases

- You may want to read our electronic journals, books and databases off campus. <http://www.brookes.ac.uk/library/elecilib.html>

Photocopying

- It is quickest to do your own photocopying, or ask your support worker to help you.
- You may pay us to photocopy pages from journals and books held in the Library, subject to copyright guidelines. <http://www.brookes.ac.uk/library/lending/photocopyservice.html>
- If you have questions about copyright, or about this service, please contact Katie Hambrook on 01865 483146, email khambrook@brookes.ac.uk

Choice of renewal methods

- Borrower Information option on the Library Catalogue;
- 24 hour telephone renewals line 01865 483133;
- Re-issue at the Self Service points in the library;
- We'll do it for you if you bring your Student card to any Library Counter.

You may not renew an item if someone has reserved it.

Returning books

We will send you an email reminder when your loans are due back.
You may return material at any library site (except Short Loan material).

Library opening hours

Some of our disabled students tell us that they prefer to visit the library at quieter times of the day. We have been exploring ways to extend our opening hours. In the evenings and at weekends we have fewer staff working, and they may not be able to help you right away. At other times the library is staffed solely by security personnel, who may be unable to assist you.

For current opening hours see <http://www.brookes.ac.uk/library/ophours.html>

Fire and emergency

If you have a disability that would affect your ability to hear the fire alarm or to leave the building unaided, please tell library staff if you are working in isolated areas of the building, so that we can contact you in an emergency.

If there is a fire, a continuous alarm will ring. Please make your way to the nearest Fire Exit, identified by a green Fire Exit sign, and leave the building. Do not use lifts while the alarm is sounding. Library staff will check that people have left all zones of the building. Similar procedures for evacuation operate in the evenings and at weekends, when there is minimal staffing.

If you are unable to leave the building without assistance please make yourself known to a member of library staff and go to a **designated refuge area** (marked with a green wheelchair sign).

If you would have difficulties in leaving a building unaided, the Student Disability Service may draw up a Personal Emergency Evacuation Plan (PEEP) with you. We will discuss and agree the part that covers the library with you. The university has a responsibility to ensure that in the event of an emergency all of those who are on its premises can be evacuated safely

The **Headington Library** designated refuge areas are on the East Library staircase landings, and there is an Evacuation Chair.

The **Wheatley Library** designated refuge area is on the First Floor link bridge between the main library in H Block and the journals area in HLG Block. There is an Evacuation Chair on the stairs beside the lift. You may use the Stannah platform lift once other readers have left the Library.

Harcourt Hill Library has a level exit on both floors.

External visitors

Please ask staff for help. We recommend that if you have access needs, you phone us before your visit to discuss arrangements.

Please visit the DisabledGo website to view access details of the Oxford Brookes Libraries.
<http://www.disabledgo.com/en/org-results/oxford-brookes-university/uni-libraries>

If you are using the Brookes library under the Sconul Access scheme you should ask the library at your home institution for support such as providing material in alternative formats.

Due to licensing agreements you will not be able to use our assistive software.

Some university buildings are closed in the evenings and at weekends, and this may make access difficult for visitors with mobility impairments and those who use wheelchairs.

If you are a blue badge holder, please contact us in advance to reserve an accessible parking space. If you fail to do this, you may be unable to park.

If you would like to discuss arrangements before you visit please contact Lending Services
Tel. 01865 483120 Email lendingervices@brookes.ac.uk.

WJ 07/2011