**Library Services for Students with Disabilities**

This is an introductory guide to services provided for students with disabilities by the Library at Queen's University Belfast. For more information visit <http://go.qub.ac.uk/librarydisability>. Help is also available from all Borrower Services and Enquiry Desks.

**Access to the Library**

• Automatic doors, ramps & lifts are available in each library branch.

• Accessible gates are available in the McClay Library. Ask at reception to get registered.

• There is an alternative lift in the McClay Library if the public ones are out of order. Ask for assistance at the Borrower Services Desks or any of the Enquiry Desks.

• The McClay Library has height adjustable desks on each floor. These are located in the computer areas. Ask for assistance at the Borrower Services Desks or any of the Enquiry Desks.

* The McClay Library has a low level self-service terminal in the Short Loan area on the ground floor

**Using the Library**

• Staff can fetch books from the shelves if you are unable to come in to the Library because of your disability. Contact your Disability Contact (listed at the bottom) in advance with the details of the books and who will be collecting them for you.

• Safety steps with handrails are available on each floor of the McClay Library as well as lots of kick-stools.

• If the Library holds a print copy of a book, you may be eligible to get a copy in electronic format for you. Ask your Disability Contact (listed at the bottom) for more information.

**Borrowing Books**

• Where necessary Disability Services can arrange for you to have an extension on some short loan books. This means that you can get 1 night loan DVDs for 2 nights & 2 night loan books for 3. There is no extension on 7 night and standard (4 week) loan items though and don’t forget to keep an eye on due dates to avoid high fines!

• Books may be renewed online or by telephone and they may be returned at any Queen's library.

• If you are unable to return your books on time because of your disability, it may be possible to reduce your fine. Just contact the Library Disability Contacts listed below.

* Many library resources are available electronically and are accessible from home.

**Studying in the Library**

• Your Subject Librarian is available to help you find information and resources about the topic you are studying. Find their details here <http://libguides.qub.ac.uk/> or ask at any Borrower Services or Enquiry Desk.

• If you need to work regularly with your Disability Support Provider they can arrange to book a McClay Library Group Study Room for the same time each week for the whole semester. Ask at the Borrower Services desk for more details.

• In the McClay Library there are Whisper Zones around the computer areas and Silent Study Zones around the edges of the Library and in the Silent Study Reading Room on the ground floor. There is also accessible, priority seating at one desk by the atrium on each floor of the McClay Library. Ask at any Borrower Services or Enquiry Desk if you need help finding a seat in an area which best suits you.

• Your Disability Officer can organise individual or group induction to the Library if you need it.

**Assistive Technology**

• Each student computer has assistive software to help you study. Click on the red on the desktop for:

* **ZoomText** - allows users with a visual impairment to access a PC through screen magnification and voice synthesizer feedback. Zoom Text reads documents, web pages and email - which the user is able to listen to using headphones or the computer's speakers.
* **MindView** - most widely used for building mind maps. Mind maps are used to generate, visualise, structure, and classify ideas, and as an aid in study, organisation, problem solving, decision making, and writing.
* **Read & Write Gold** - offers assistance with reading and writing. Functions include text-to-speech, phonetic spell checker, word prediction, speaking dictionary and a scanning facility. It is a widely used and useful package for dyslexic students.

### Equipment

* In addition, the McClay Library also has the following equipment that may be of use to students:
  + **A Zoom-ex scanner –** scans, magnifies and reads aloud text. Available from the Borrower Services Desk
  + **A desktop CCTV text magnifier -** located on Floor 2 of the McClay Library by the Enquiry Desk
  + **Height adjustable desks** – located in the computer area of each floor
  + **High visibility keyboard** – available from the Borrower Services Desk
  + **Safety steps with handrails** – located by the shelving on each floor
  + **Accessible self-issue terminal** – located in the Short Loan area on the ground floor

**Library Disability Contacts**

|  |  |
| --- | --- |
| **The McClay Library**  Sally Bridge (Disability Co-ordinator)  Tel: 028 9097 6145  Email: [s.bridge@qub.ac.uk](mailto:s.bridge@qub.ac.uk) | **Medical Library**  Anne Marsh  Tel: 028 9097 8911  Email: [a.marsh@qub.ac.uk](mailto:a.marsh@qub.ac.uk) |
| **Biomedical Library**  Tel: 028 9097 2710  Email: [biomed.info@qub.ac.uk](mailto:biomed.info@qub.ac.uk) |  |

If you need help using the Library, or just want some additional information, ask library staff at the Borrower Services Desk or Enquiry Desk in any Queen’s library.