
INFORMATION FOR USERS WITH DYSLEXIA

USING THE LIBRARY

- Staff are aware of many of the problems faced by users with dyslexia.
- We will be pleased to help you find what you need from the catalogue and on the shelves. It is best to ask at the Information Desks or subject librarians' offices whenever possible and otherwise at the Service Desks. Please don't be afraid to explain why you need help.

TIMING YOUR VISITS

- Try to choose less busy periods if you require more than a few minutes help:
J.B. Priestley Library 9.00 am to 10.30 am and 4.30 pm to 5.00 pm
Health Studies Library 10.00 am to 12 noon and 3.00 pm to 5.00 pm
Management Library 9.00 am to 10.00 am and 4.30 pm to 5.30 pm
- Or you can make an appointment with your Subject Librarian if you need extra help: call in and see them, email them, or contact them by telephone.

SELECTING YOUR READING MATERIAL

- The screen colours can be altered on some monitors, if this is useful.
- Limit your choice of books by making your search terms specific. For example, if you want information on the history of Halifax, search for:
History Halifax **NOT** History Yorkshire
- Try limiting the number of books borrowed at any one time.
- One way to reduce a large list of items: choose Advanced Search, then use the Modify Search option.
- Print out your reading list from the web catalogue, for reading later at your leisure.
- Or, e-mail the list to yourself, or save it in your borrower record, again for reading at home when you have more time.
- If you have a PC at home, in your room in Halls, or a laptop, you can search from there for information in electronic journal articles.

STUDYING IN THE LIBRARY

- There are individual study rooms called Carrels in the J.B. Priestley Library and Management Library; you may find it easier to concentrate when using one of these.
- Finding a worktable with a larger surface area may help when trying to lay out and organise written work and text books.
- The J.B. Priestley Library is open 24 hours during term-time weekdays; you may find it easier to concentrate when the building is quieter.

LECTURE NOTES

- Some lecturers put notes and reading materials for their students into the Library's **Staff File Collection**. These can be obtained from the Service Desk and photocopied, or scanned. Scanning is free of charge.
- If you don't know how to find the number of the file you need, ask at the Information Desk or Service Desks.

READING AIDS

- Equipment for focusing on and enlarging text is available in all three libraries.
- Assistive software available from public clusters may be useful to you; this includes packages such as Wordweb and Readplease.

HELP SHEETS

- These are available on tinted paper as well as on our web site: if you prefer a certain colour, this can be arranged. Please ask at the Information Desk or Service Desks.
- Similarly, the font size can be changed if this would help.

PHOTOCOPIERS

- One photocopying machine at both the J.B. Priestley and Health Studies Libraries is permanently stocked with tinted paper. At the Management Library, this can be done on request.
- If you are able to reclaim photocopying costs, a printed record of your payments can be provided: ask at the JB Priestley Building Welcome Desk or any of the Service Desks in the Libraries.

EXTENDED LOANS

If you feel that because of your dyslexia you would benefit from an extension to the one week loan period, please speak to the University's Disability Officers first of all: this can sometimes be arranged through them.