

---

## INFORMATION FOR DISABLED USERS

### **Welcome to the University of Bradford Libraries.**

For many years the Library staff have worked closely with the University's Disability Officers to ensure that our Libraries present as few problems as possible to disabled users. In addition to considering ways of improving physical access we have also introduced accessible services and equipment which we hope will enable all users to maximise their use of the Library during their time at the University. The aim of this leaflet is to introduce you to the facilities we currently have to offer.

### **PHYSICAL ACCESS**

**Entry** to all three Libraries is level or accessible by ramp. The J.B. Priestley building and Management Centre Library are fitted with automatically opening doors.

**Access** to all floors in the J.B. Priestley Building and Management Centre Library is by lift or stairs; the operator panel in the lift is easily accessible and is labelled in Braille. Voice output indicates the floor level reached. Resources in the Health Studies Library are at ground floor level only.

The **service desks** in all three libraries have sections at both sitting and standing height.

**Computers** for checking the library catalogue or renewing your books are on tables at both standing and sitting heights; some of these are adjustable. In addition, there are adjustable height workstations in all three libraries.

### **INFORMATION AND ASSISTANCE**

**Help** can be sought at any of the service desks or information points in any of the three libraries. A personal introduction to using the library can be arranged: please see the paragraph on CONTACT at the end of this leaflet.

Other help may include physical help in making photocopies, locating and reaching books, using the catalogue or using specialised equipment, and making reservations.

In addition, your subject specialist in the Library can help with **finding information** from both printed and electronic resources; you may first need to make an appointment.

**Users with dyslexia** may find our separate help-sheet useful. This is available in all three Libraries and on our web pages.

## SERVICES

A limited number of personal lockers are available each term in the JB Priestley Library. Please enquire at the Service Desk at the start of the academic year.

**Photocopying** can be done for you at the same cost as self-service copies, although you will probably have to collect copies later in the day. Urgent copies may sometimes be made at the self-service copiers with help from the Library staff when time permits.

One photocopier in both the J.B. Priestley and Health Studies Libraries is permanently stocked with tinted paper. At the Management Library, this can be done by the staff on duty.

If you need a printed receipt to claim back the cost of your photocopies or printing, this can be obtained from the Admin Office in the J.B. Priestley Library or at the Welcome Desk. At the site libraries, please ask at the service desk.

**Documentation** produced in the Libraries can be tailored to your individual needs such as larger font size or differently coloured paper. In addition, it is available on the library's website.

**Renewals** of one week and four week loans which are not requested by other readers can be made by textphone, over the web, or by telephone.

If, because of your impairment, you feel 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.

Users with impairment may be able to obtain texts in an alternative format. Contact the Disability Service or the CONTACT listed at the end of this leaflet.

## ASSISTIVE TECHNOLOGY

Some items of equipment which may be helpful are **magnifying** equipment, both black and white, and colour, which focus on and enlarge text.

The Library is working towards ensuring that its website meets the requirement defined by the **W3C**. This concerns the accessibility of information and services provided via the Web.

Service points and teaching areas in the Libraries are fitted with a **hearing loop**.

There is a **textphone** in the J.B. Priestley Library (233687) for calls to or from users of any of the three Libraries who have hearing or speech difficulties.

The Library buildings are wireless-enabled should you wish to bring in your own laptop and software.

## PERSONAL SAFETY

The University's Security staff are qualified **First Aiders**. Please report accidents/emergencies to Library or Security staff.

In case of **fire** the lifts in J.B. Priestley and Management Libraries should NOT be used. If you are in the J.B. Priestley Library and you cannot use the stairs unaided wait for the Emergency Services in the lift lobby area of the main staircase, or in the Emergency Exit staircase in the Extension. Both of these areas are designated **Refuge Points**. An **E-VAC** chair is available for carrying people downstairs quickly. Contact the Disability Service if you would benefit from a Personal Evacuation Plan (PEEP).

A **Deaf alerter system** which works in conjunction with vibrating personal fire alarms has been installed on campus. Please refer to the University's Disability Officers.

## **TOILETS**

There are fully accessible toilets in, or near to, all three libraries.

## **CONTACT**

For further information contact Reshma Khan in the J.B. Priestley Library (01274 233367) or email [r.n.khan@bradford.ac.uk](mailto:r.n.khan@bradford.ac.uk)

If you have further needs which the above provisions do not meet, these can then be discussed, although an appointment may sometimes be necessary.