

# Accessibility/ A guide for library users

Library

July 2016

1<sup>st</sup> Floor Hunter Wing /  
[library.sgul.ac.uk](http://library.sgul.ac.uk)

# Services for members with disabilities

St George's Library endeavours to meet the research and study needs of all our library members.

Please contact **Rosalind Ogden** to discuss any particular needs or concerns that you may have regarding access to library services on **020 8725 5291** or at **rogden@sgul.ac.uk**

## Access

The Library has wheelchair access and automatic push-panel doors.

## Orientation tours

Staff can provide one-to-one orientation tours of the library facilities. Please contact Rosalind or your Liaison Librarian (details on page 4) to arrange a time.

## Using e-resources and IT

One-to-one training in the use of library resources can be provided. Please ask at the Research Enquiries Desk (0208 725 5514) staffed from 11am – 4pm, Monday to Friday, or contact your Liaison Librarian (see page 4).

## Fetching

Library staff can retrieve items from the shelves for you. Please email **library@sgul.ac.uk** to arrange.

## Loans

Double loan periods are available on books. Please speak to the SGUL Disability Adviser (see page 4) in the first instance.

*\*Please note that fines on overdue items still apply*

## Photocopying and printing

Library staff can demonstrate how to use the photocopiers to enlarge text, and provide receipts for money added to printing accounts.

## Assistive software

‘Inspiration’ mind-mapping software and ‘Narrator’ text-to-speech software are available on all PCs. For further information about software, please contact Emma Catlow or Janice Howard (see page 4).

## Furniture and equipment

There are six height-adjustable tables in the Library - please ask for assistance at the Helpdesk. There are also

wide desks around the stairwells in the Silent Study Areas. A daylight lamp and a wooden lectern are available on short-loan (4 hours) from the Helpdesk – for use in the Library only.

## Further information/Key contacts

### Library:

- |                             |               |
|-----------------------------|---------------|
| • Ros Ogden (User Services) | 020 8725 5291 |
| • Library Helpdesk          | 020 8725 5466 |
| • Research Enquiries Desk   | 020 8725 5514 |
| • Liaison Librarian: FMBS   | 020 8725 0854 |
| • Liaison Librarian: FHSCE  | 020 8725 3255 |
| • Liaison Librarian: NHS    | 020 8725 5433 |

### SGUL:

#### **Disability Advisor – Emma Catlow**

ecatlow@sgul.ac.uk or 020 8725 0143

#### **Learning Support Advisor – Janice Howard**

jhoward@sgul.ac.uk or 020 8725 6202