Services for Students With Additional Learning Support Requirements

The Library is committed to helping people with additional learning support requirements receive the most out of its facilities. Library staff are happy to help you!

The following additional services are offered to disabled students or those with a specific learning difficulty.

Accessing Facilities in the Library

The Library is accessed via the Social and Learning Zone within the Chancellor’s Building.

A Minicom system is available for users who need this means of communication.

A hearing loop is fitted at both the Library Desk and the IT Support Desk and portable hearing loops can be loaned to students.

An accessible toilet is located within the Library.

Enhanced Services

Provision of additional services for users is matched to the specific requirements of each individual.

If you are registered with the Disability Service as requiring additional learning support, we can provide:

- A hands-on introduction to our facilities and software using an appointment system.
- A copy of our induction pack available from our website or on CD.
- Copies, on request, of most in-house leaflets in large print format or on CD.
- Flexible loan arrangements. However, this may not be possible for the most popular items. Loans will also be subject to recall and fines if overdue.
- Assistance with the Library self-issue system, if required.
- Facilities for a named helper, who can use Library facilities on your behalf. Please arrange through the Disability Service.
- Inter library loan requests by post. Each request costs £2.00.
- Subject searches of electronic resources and the Internet. Contact your Subject Librarian to arrange for searches to be done for you.
- Advice on your subject. Subject Librarians are available to help choose materials for you. Please ask your Subject Librarian or at the Information Desk.
- A photocopying service for those with a visual impairment or mobility problem. We aim to guarantee a 24 hour service i.e. collect after 24 hours.

Charges are the same as for self-service copies.
- Help with reaching material from shelves. Ask any member of staff for assistance.
- Help with checking reading lists and finding books, for those with a visual impairment or mobility problem. Ask at the Library Desk for help. Requests will normally be dealt with within 4 hours.

Specialist Hardware and Software

There is a dedicated enabling zone within the Library which offers software and hardware specialist facilities. These include:

- Dragon Naturally Speaking 11.5
- Texthelp Read & Write 10 Gold
- ClaroRead Plus 6.1.8
- Mindview 4
- Supernova 13
- CCTV viewer / enhancer
- Bookreader scanner
- High-visibility and ergonomic keyboards
- Footrests
- document holders

For instruction in the use of specialist software, hardware and equipment, please arrange an appointment with:

Dave Percival
Ext. 3173
D.A.Percival@bolton.ac.uk
What Next?

For an introductory discussion or tour, please contact either:

Lisa Croft (01204 903092) or
Denise Mercer (01204 903264)

An email discussion group is available for any issues or suggestions you might have. Please go to the Library web pages where you can also find this leaflet.

http://www.bolton.ac.uk/library/LibraryPublications/ALS/AdditionalLearningSupport.pdf

Or contact Trevor Hodgson (01204 903160), who is responsible for the Library’s policy for students with additional learning requirements.

The Library
University of Bolton
Bolton
BL3 5AB
Tel: 01204 903094

Opening Hours

The library is open 24hrs during term-time, but the staffed services are available between:

Term-time

Monday – Thursday  8.45 – 21.00
Friday        8.45 – 17.00
Saturday      9.30 – 12:30

Vacation

Monday – Friday  9.00 – 17.00

This leaflet is also available in CD and Braille formats on request.

To find out about support available from the Disability Service, please contact:

E-mail: Disabilityinfo@bolton.ac.uk
Telephone: 01204 903478

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