

## 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.

Portable hearing loops can be loaned to students.

An accessible toilet is located within the Library.

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

We can help with:

- A hands-on introduction to our facilities and software using an appointment system.

- Assistance with the Library self-issue system, if required.
- Advice on your subject. Subject Librarians are available to advise you on choosing materials. Please ask your Subject Librarian or at the Library Help Desk.
- Help with reaching material from shelves. Ask any member of staff for assistance.
- Inter library loan requests by post.

Just ask at the Library Help Desk.

If you have been referred to us by the Disability Service we can provide:

- Copies, on request, of most in-house leaflets in large print format.
- 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.
- Subject searches of electronic resources and the Internet. Contact your Subject Librarian to arrange for searches to be done for you.
- 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 checking reading lists and finding books, for those with a visual impairment or a mobility problem.

## Specialist Hardware and Software

There are 2 dedicated areas within the Library which offer software and hardware specialist facilities. The Student Support room, which is bookable by students at the Library Help Desk up to 4 weeks in advance for a 2 hour period per day. The Assistive Technology room is open access.

The Facilities in these areas include:

- Texthelp Read & Write 11 Gold and Mindview 6.0 which are available on the University network
- Dragon Naturally Speaking (microphone/headphones available from the Library Help Desk)
- Supernova 15
- Bookreader/enhancer scanners
- High-visibility and ergonomic keyboards
- Footrests
- Document holders

## What Next?

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

### Dave Percival

Telephone: Ext. 3173

[D.A.Percival@bolton.ac.uk](mailto:D.A.Percival@bolton.ac.uk)

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.

[www.bolton.ac.uk/library/LibraryPublications/ALS/AdditionalLearningSupport.pdf](http://www.bolton.ac.uk/library/LibraryPublications/ALS/AdditionalLearningSupport.pdf)

## 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

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

Email: [Disabilityinfo@bolton.ac.uk](mailto:Disabilityinfo@bolton.ac.uk)

Telephone: 01204 903478

[www.bolton.ac.uk/disability](http://www.bolton.ac.uk/disability)



# The Library

## Guide to Services

# Additional Learning Support and Assistive Technology

