

## 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 Information 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

The Library offers multimedia networked computers that can access the internet, email and electronic services. The following software is also available throughout the Library, from most PCs in the Design Studio, Room 365 and PC classrooms:

- Read & Write Gold 8
- Inspiration 8 IE
- Thunder screen reader
- MS Magnifier

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

- Dragon Naturally Speaking
- CCTV viewers
- High-visibility and ergonomic keyboards
- Footrests
- document holders

## What Next?

For an introductory discussion or tour, please contact either:

**Anne Crowther** (01204 903264) or  
**Jane Corrigan** (01204 903092).

or approach the Information Desk.

For instruction in the use of specialist software, hardware and equipment, please arrange an appointment via the Information Desk or with either:

**Graeme Prescott** (01204 903329)

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/Students/StudyResources/AdditionalLearningSupport/>

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

Normal hours are as follows but always check before visiting the Library:

### 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 one of the Disability Advisors.

They are: Sabera Patel  
Erin Jackson  
Katie Morris  
Jenny White

e-mail [Disabilityinfo@bolton.ac.uk](mailto:Disabilityinfo@bolton.ac.uk)  
Telephone 01204 903478



# The Library

## Guide to Services

# Additional Learning Support and Assistive Technology

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