**Library Services for Accessible Learning Support**

This is an introductory guide to services provided by the Library at Queen's University Belfast for students seeking accessible learning support. For more information visit the relevant [page](https://www.qub.ac.uk/directorates/InformationServices/TheLibrary/UsingtheLibrary/InclusiveLibrarySupport/) on our website. Help is also available from Library Chat on the Library Homepage and in-person at all Library service desks.

# Access to the Library

* Automatic doors, ramps and lifts are available in each library branch.
* There is an alternative lift in the McClay Library if the public ones are out of order. Ask for assistance at any of the service desks.
* The McClay Library has height adjustable desks on each floor. These are located in the computer areas. The Medical and Biomedical Libraries also have height adjustable desks.
* The McClay Library has a low-level self-service terminal in the Short Loans area on the ground floor.

# Using the Library

* If you are unable to use Library resources on your own because of your disability you may be allocated a Library Assistant by the Register of Support Providers at Queen’s who will be able to come into the Library with you to retrieve books and assist with copying as required.
* Safety steps with handrails and kick-stools are available on each floor of the McClay Library.
* If the Library holds a print copy of a book, you may be eligible to get a copy in electronic format. Ask your Library’s Accessible Learning Contact (listed at the bottom) for more information.

# Borrowing Books

* When you register with Accessible Learning Support you may get an extension on some short loan books. This means that you can get 1-night loan DVDs for 2 nights & 2-night loan books for 3 nights. There is no extension on 7 night and standard loan items though.
* Standard books will be automatically renewed up to 3 times. If you require them beyond that, they can be brought into the Library and re-issued, which will begin a new autorenewal loan cycle. Find more information here: [http://go.qub.ac.uk/Renewing.](http://go.qub.ac.uk/Renewing) Short loan items are not renewable.
* If you are unable to return your books on time because of your disability, contact the Library Accessible Learning Contacts listed below.
* Many library resources are available electronically and are accessible from home.

# Studying in the Library

* Your Disability Officer can organise individual inductions to the Library if you need it.
* Your Subject Librarian is available to help you find information and resources about the topic you are studying. Find their details [here.](https://libguides.qub.ac.uk/)
* If you need to work regularly with your Disability Support Provider they can arrange to book a McClay Library Group Study Room for the same time each week for the whole semester.
* There are three bookable individual study rooms in the McClay Library which can be booked in advance for one off sessions. Please contact Dr Robert Whan (details below) for information.
* In the McClay Library there are Whisper Zones around the computer areas and Silent Study Zones around the edges of the Library and in the Silent Study Reading Rooms on the ground floor. There is also accessible, priority seating at one desk by the atrium on each floor of the McClay Library.
* If the noise levels in the area that you are studying in become too high, you can email details of your location to library@qub.ac.uk & library staff will help.
* You can find out how busy the McClay Library is before deciding to study there by using the Occupancy App: [http://go.qub.ac.uk/occupancy.](http://go.qub.ac.uk/occupancy)

# Assistive Technology

Each student computer has assistive software to help you study, accessed via the Windows key 

* **JAWS** – Most popular screen reader in the visually impaired community. Allows text to speech and full keyboard compatibility. Also allows voice operated access to computer functions.
* **ZoomText** – allows users with a visual impairment to access a PC through screen magnification and voice synthesizer feedback. ZoomText reads documents, webpages and email, which the user is able to listen to using headphones or the computer’s speakers. Headphones can be borrowed from a Library service desk.
* **Texthelp Read&Write** – an assistive technology tool designed to support literacy and learning by providing reading, writing and comprehensive assistance. Functions include reading text aloud, a phonetic spellchecker, word prediction, a speaking dictionary and a scanning facility. It supports students with dyslexia, ADHD or other learning difficulties by providing reading and writing assistance.
* **Texthelp EquatIO** – a digital tool designed to help students create, edit and understand mathematical equations and expressions more easily. It provides a range of features that make it accessible and user friendly, especially for students who may have difficulties with traditional methods of writing or comprehending maths.
* **Dragon Naturally Speaking** - voice recognition software that turns speech into text via a headset attached to the computer. Available in Study Rooms 1, 2, 3, 12 and 13 in the McClay Library. Headsets are available from the Ground Floor Service Desk.
* **Mindview 9** - is a comprehensive mind mapping and visual learning tool designed to help students organize their thoughts, brainstorm ideas and structure academic content effectively.

Assistive technology software is also accessible remotely via the Queens Student Desktop (QSD). Additional information on remote access can be found [here](https://qubstudentcloud.sharepoint.com/sites/int-dis/SitePages/Queen%27s-Student-Desktop.aspx). For more information, please visit the [Assistive Technology](https://www.qub.ac.uk/directorates/sgc/disability/TypesofSupportAvailable/AssistiveTechnology/) webpage.

# Equipment

The McClay Library also has the following equipment that may be of use to students:

* **A Zoom-ex scanner –** scans, magnifies and reads aloud text – available from the Ground Floor Service Desk
* **A desktop CCTV text magnifier –** located on Floor 2 of the McClay Library by the Enquiry Desk
* **Height adjustable desks** – located in the computer area of each floor
* **High visibility keyboard** – available from the Service Desk on the Ground Floor
* **Ergonomic roller ball mouse –** available from the Service Desk on the Ground Floor
* **Safety steps with handrails** – located by the shelving on each floor
* **Accessible self-issue terminals** – located in the Short Loans area on the Ground Floor

# Library Accessible Learning Support Contacts

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| **The McClay Library**  Dr Robert Whan  (Disability Co-ordinator)  Tel: 028 9097 6145  robert.whan@qub.ac.uk | **Biomedical Library & Medical Library**  Kriss Leslie  Tel: 028 9097 8917  k.leslie@qub.ac.uk | **AFBI Library**  Jenny Irvine (Newforge)  Tel: 028 90255 227 j.irvine@qub.ac.uk | Nóirín Dobson (Stormont)  Tel: 028 9052 5622  n.dobson@qub.ac.uk |

If you need help using the Library or just want some additional information, ask library staff at a service desk in any Queen’s library.