



BODLEIAN
LIBRARIES
UNIVERSITY OF OXFORD

Library Information *for* Disabled Readers

e-mail

disability.librarian@bodleian.ox.ac.uk



OXFORD
LibGuides

This leaflet is also available in alternative formats. Please contact aracu@bodleian.ox.ac.uk for requests for Braille and audio.

BODLEIAN LIBRARIES

The Bodleian Libraries is committed to providing equal access to our services and facilities for all our readers. The information given here will help you to make the most of Oxford's libraries and their resources if you have a disability. If you would like more specific information, please contact the Disability Librarian on 01865 283861 or via email disability.librarian@bodleian.ox.ac.uk

ADMISSIONS

Details on acquiring a Bodleian reader's card are available from the Admissions Office on 01865 277180 and online at www.bodleian.ox.ac.uk/services/admissions

Support workers and others assisting disabled readers will be given a Bodleian reader's card free of charge.

ASSISTIVE ANIMALS

Assistive animals, such as guide dogs for the blind and hearing dogs for the deaf, will always be admitted with readers.

ACCESS

With almost 30 libraries and reading rooms in some of Oxford's most historic buildings, physical access to Bodleian Libraries' collections may be problematic for wheelchair users and those with mobility difficulties. For this reason we will always make alternative arrangements should you not be able to access collections.

Material can be delivered to more accessible reading rooms and libraries and staff will fetch material from inaccessible areas of the library for you.

Information on access to all Bodleian Libraries is available online from www.bodleian.ox.ac.uk/using/disability/access/details

Readers are encouraged to check before visiting and to contact libraries in advance of their arrival to allow for any necessary book moves. The catalogue is available online at <http://solo.bodleian.ox.ac.uk>

It is freely accessible and you can confirm where the required materials are held.

ORIENTATION OF LIBRARIES

Orientation tours and library inductions can be arranged for new readers. For more information please contact the Disability Librarian.

SPECIALIST EQUIPMENT

CCTV and magnifying equipment

The Bodleian Library has a CCTV machine in the Upper Reading Room of the central Bodleian Library. It also has a MyReader Video Magnifier which can be moved to different parts of the Bodleian Libraries on request. Please email reader.services@bodleian.ox.ac.uk and allow one day for moving and set up.

Da Vinci Pro CCTV/OCR Magnifiers are available in the Social Science Library and Taylor Institution Library. In addition to magnification, the device also has an Optical Character Recognition mode to convert written text into audio speech. Please ask Library Staff for assistance with these devices.

All Bodleian Libraries and reading rooms have handheld magnifiers and task lights available. Please speak to library staff if you would like to use them.

Height-adjustable desks and ergonomic chairs

Most Bodleian Libraries sites are equipped with height-adjustable desks and ergonomic chairs. If you require this type of equipment in a library that does not currently offer such facilities, materials can be diverted to a more accessible site. Please contact the Disability Librarian for more information about diverting materials.

HEARING LOOPS

All Bodleian Libraries have either fixed or portable loops available at enquiry and issue desks. Please ask staff if you would need assistance.

PHOTOCOPYING AND SCANNING

All Bodleian Libraries have self-photocopying and scanning facilities. Payment is made through online accounts topped up by credit/debit cards. Find out more at www.bodleian.ox.ac.uk/services/copy/copying or ask reading room staff for more information.

Personal Scanning Equipment

All equipment, with the exception of flat bed scanners, may be used. The use of flash photography is forbidden at all times.

Please be careful not to disturb other readers. Some libraries have designated areas where you may use personal scanning equipment. Please ask a member of staff for details before using your equipment.

FOOD AND DRINK

The Bodleian Libraries allows bottled water to be consumed in libraries and reading rooms (except in the Weston Library). In some libraries, drinks in KeepCups are also permitted.

Many libraries have access to common rooms and areas where you may eat and drink.

For more information please see www.bodleian.ox.ac.uk/using/disability/access

If the library you need to study in has no alternative facilities, please speak to the local Disability Liaison Librarian, details online as above.

ALTERNATIVE FORMATS

The Bodleian Libraries can provide alternative formats to printed material on request, **SensusAccess** is a self-service solution for the conversion of documents into a range of alternate formats, including audio files and conversion of image files into accessible formats. It is available at www.bodleian.ox.ac.uk/using/sensusaccess

ACCESSIBLE RESOURCES ACQUISITION AND CREATION UNIT [ARACU]

ARACU provides alternative formats to printed materials for readers with a print impairment, such as visual impairments and dyslexia.

We can provide material in DAISY audio, electronic text (both Word and PDF Image), Braille and tactile diagrams. If you would like more information please email aracu@bodleian.ox.ac.uk telephone 01865 283862 or see information online at www.bodleian.ox.ac.uk/services/disability/aracu

OXFORD LIBGUIDES – SUPPORTING DISABLED READERS

The Bodleian Libraries provide a wide range of resources and library guides online. The guide “Supporting Disabled Readers” contains information regarding Assistive Technology available free of charge and ways to personalize a computer to suit your needs.

The guide is available at <http://libguides.bodleian.ox.ac.uk/disabled-readers>

MORE INFORMATION

For a more in-depth discussion of your library needs, please contact the Disability Librarian on 01865 283861 or disability.librarian@bodleian.ox.ac.uk

UNIVERSITY OF OXFORD ACCESS GUIDE

Accessibility Information on other university buildings is available from the Access Guide. For further information please see www.admin.ox.ac.uk/access