

Imperial College  
London

# Library Disability Guide



# We are here to help

The library team is here to make sure everyone can use and get the most out of our services and facilities.

You can contact:

- **Your subject librarian**

Every department has a named librarian who will be happy to introduce library services, advise on specific resources and discuss particular needs.

- **The Information Hub (Central Library) and issue desks**

For help with borrowing and requesting books, registration and general enquiries.

All contact details are on our website at

**[www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)**

Or email us

**[library@imperial.ac.uk](mailto:library@imperial.ac.uk)**

# Services and support

To help deliver bespoke support we work closely with the College Disability Advisory Service.

The advisory team will alert us if you need:

- **Longer book loans**

We can arrange for your library loans to be automatically extended from 1 to 3 weeks.

- **Book fetching**

We can set up a book fetching service for you if you have difficulties accessing material on the shelves.

- **Accessible textbooks**

It may be possible for us to provide material in electronic formats. This is done in cooperation with individual publishers and subject to copyright law.

- **Specific study space requirements**

If you need a particular type of study space, we'll do our best to accommodate specific needs.

- **Access to the assistive technology room (Central Library)**

We have a dedicated assistive technology room in the Central Library with 5 PCs, on adjustable height desks, with additional software. The PCs are bookable through our website.

To apply for any of these enhanced services, please speak to the Disability Advisory Service who will make an assessment of your needs.

Contact the College Disability Advisory Service at [www.imperial.ac.uk/disability-advisory-service](http://www.imperial.ac.uk/disability-advisory-service)

Or email us  
[disabilities@imperial.ac.uk](mailto:disabilities@imperial.ac.uk)

## About the libraries

College libraries are accessible by wheelchair, but some routes are complicated. If you are unsure please contact the relevant library.

Our staffed desks have hearing loops. To make use of this, just turn your hearing aid to the T position. If you are booking one of our training sessions, let the trainer know if you have any special requirements.

## PCs and printers

Our student PCs have a range of software that might also be useful. Programs include:

- **ClaroRead** – reads out on-screen text
- **Mindview** – organises your ideas by mind mapping

The PCs in our assistive technology room (Central Library) include the following additional software:

- **Inspirations** – visual learning software that helps you create mind maps to illustrate and connect ideas visually
- **Dragon** – speech recognition software that allows you to dictate and edit documents
- **Audio NoteTaker** – creates notes comprising audio, text and images
- **EverNote** – allows you to gather all your different notes in one place
- **WordQ** – an in-context word predictor and spoken feedback that works in Microsoft Office and more
- **Read and Write** – dyslexia support software
- **Global AutoCorrect** – automatic spelling corrector

Our printer-copiers can scan documents for free. You can send scanned items in PDF format to your email address.

Ask a member of staff if you need to print onto coloured paper or would like to use a coloured overlay.

The College wireless network is available in all libraries.

# Contact us

 [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

 [library@imperial.ac.uk](mailto:library@imperial.ac.uk)

 [@imperiallibrary](https://twitter.com/imperiallibrary)

 [www.facebook.com/imperiallibrary](https://www.facebook.com/imperiallibrary)