

Library accessibility guide

ACCESSING AND NAVIGATING THE LIBRARY BUILDING

- The main door is heavy and leads onto a revolving door. There is an adjacent accessible door with ramp access which currently needs to be opened from the inside with a key. Library staff will be happy to open this for you as needed; out of hours Porters will be able to help. There is no doorbell but knocking on the window to the right of the main door will usually alert library staff when present.
- There is an open access lift (with a 78cm wide doorway) to all three floors of the library (currently no lift access to basement during building works, due to finish 14th October 2019).
- There are handrails on both sides of the staircase.
- The library's two main floors are mostly open plan. Existing doorways are wide, with single doors over 95cm and double doors around 140cm in width.

FINDING AND BORROWING BOOKS

- We can show you how to use the catalogue to search for the books you need.

(NB Downing's catalogue is at library.dow.cam.ac.uk - our books are not listed on iDiscover!)

- The self-issue machine can be reached from wheelchair height.
- We can retrieve books from the shelves for you on request. We can also issue and leave them with the Porters for your collection (we may need advance notice for this).
- Where we have been advised by the Disability Resource Centre (through our Tutorial and Admissions Office) to offer you extended loans we will continuously renew your books so they won't go overdue. You won't receive email notifications.

STUDYING IN AND USING THE LIBRARY

- You may leave library books you are currently working with on desks, carrels or windowsills. They must be left in tidy piles and have a note (or

(or reservations slip, available in the library) with your name and the date. Please update if still in use.

- Individual study carrels have their own lighting. Additional desk lamps are available for use in the library – please ask.
- We have full page reading magnifiers available for use in the library. These are located in the (open access) staff area in the pigeon-hole style shelving. (We currently have two but will acquire more if they are popular).
- We have book rests with page holders also for use in the library, located with the magnifiers in the pigeon-hole style shelving in the open access staff area.
- There is a hearing loop installed at the library front desk.
- Toilets are in the basement (accessible by lift). One is accessible; all are non-gender specific and self-contained. (Currently closed for refurbishment; due to reopen 14th October)

ADDITIONAL HELP

- Library produced information can be printed on coloured paper or in large print on request.
- We have a range of self-support literature including books on mindfulness, depression, anxiety and eating disorders. These are shelved in the basement book stacks, close to the door that is furthest from the lift (opposite the history books).
- There is an evacuation chair at the top of the stairs for use in emergencies.

We want to support you in your learning journey – if there is anything else we can do to help please let us know!

Either speak to a member of library staff or email: library-assistant@dow.cam.ac.uk During term the library is usually staffed 9.30am-5.30pm (excluding lunchtime).

You can also speak to the Tutorial and Admissions Office about any additional needs you may have. Find them in B Staircase or email: tutorial-enquiries@dow.cam.ac.uk

The Disability Resource Centre (DRC) also offer a range of support. They are available at: Disability Resource Centre, Student Support Centre, Bene't Street, Cambridge, CB2 3PT. Tel: 01223 332301. Email: disability@admin.cam.ac.uk

You can use their contact form and find out more at:

www.disability.admin.cam.ac.uk

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