Accessibility/
A guide for library users

July 2016

1st Floor Hunter Wing / library.sgul.ac.uk
Services for members with disabilities

St George’s Library endeavours to meet the research and study needs of all our library members.

Please contact Rosalind Ogden to discuss any particular needs or concerns that you may have regarding access to library services on 020 8725 5291 or at rogden@sgul.ac.uk

Access
The Library has wheelchair access and automatic push-panel doors.

Orientation tours
Staff can provide one-to-one orientation tours of the library facilities. Please contact Rosalind or your Liaison Librarian (details on page 4) to arrange a time.

Using e-resources and IT
One-to-one training in the use of library resources can be provided. Please ask at the Research Enquiries Desk (0208 725 5514) staffed from 11am – 4pm, Monday to Friday, or contact your Liaison Librarian (see page 4).
Fetching
Library staff can retrieve items from the shelves for you. Please email library@sgul.ac.uk to arrange.

Loans
Double loan periods are available on books. Please speak to the SGUL Disability Adviser (see page 4) in the first instance.

*Please note that fines on overdue items still apply

Photocopying and printing
Library staff can demonstrate how to use the photocopiers to enlarge text, and provide receipts for money added to printing accounts.

Assistive software
‘Inspiration’ mind-mapping software and ‘Narrator’ text-to-speech software are available on all PCs. For further information about software, please contact Emma Catlow or Janice Howard (see page 4).

Furniture and equipment
There are six height-adjustable tables in the Library - please ask for assistance at the Helpdesk. There are also
wide desks around the stairwells in the Silent Study Areas. A daylight lamp and a wooden lectern are available on short-loan (4 hours) from the Helpdesk – for use in the Library only.

### Further information/Key contacts

#### Library:

- Ros Ogden (User Services) 020 8725 5291
- Library Helpdesk 020 8725 5466
- Research Enquiries Desk 020 8725 5514
- Liaison Librarian: FMBS 020 8725 0854
- Liaison Librarian: FHSCE 020 8725 3255
- Liaison Librarian: NHS 020 8725 5433

#### SGUL:

**Disability Advisor – Emma Catlow**  
ecatlow@sgul.ac.uk or 020 8725 0143

**Learning Support Advisor – Janice Howard**  
jhoward@sgul.ac.uk or 020 8725 6202