

# STUDENT AND ACADEMIC SERVICES

## Access guide for disabled students

This leaflet tells you how to access the range of library and IT services that are specifically aimed at disabled students and those with Specific Learning Difficulties (dyslexia, dyspraxia, dyscalculia).

Every member of staff will help you use the services that we provide.

In addition, every college has a library disability support representative, who you can contact about your specific requirements:

### **College of Design, Creative and Digital Industries**

Sara Hafeez

Tel. 0203 506 8013

Email: [S.Hafeez@westminster.ac.uk](mailto:S.Hafeez@westminster.ac.uk)

### **Westminster Business School**

Sara Goddard

Tel. 0207 911 5836

Email: [s.goddard@westminster.ac.uk](mailto:s.goddard@westminster.ac.uk)

### **College of Liberal Arts and Sciences**

Jen Yellin

Tel: 0203 506 9618

Email: [j.yellin@westminster.ac.uk](mailto:j.yellin@westminster.ac.uk)

## Library services

The library provides a number of services that are specific to disabled students and those with Specific Learning Difficulties:

### **Extended loans scheme.**

The extended loans scheme enables you to borrow and renew one week loan items for two weeks.

You have to be registered with Disability Learning Support to use this service

<https://www.westminster.ac.uk/current-students/support-and-services/disability-learning-support>

### **Book fetching**

If you are registered with Disability Learning Support, you can order books for collection at your library by using the “Hold” button in Library Search. Library staff can also fetch books from the shelves for students on an ad hoc basis if required.

### **Photocopying and printing**

The cost of photocopying is no longer refundable through the Disabled Student Allowance and the University has adjusted the allocation of free printing for eligible students

Cream and other coloured paper is available at the library counter on request. Library staff can photocopy library materials for users who are unable to use the photocopiers provided. 24 hours' notice is normally required.

Under current legislation if you are blind or partially sighted, you have extended rights when copying and scanning.

### **E-files of printed books**

If you are blind or partially sighted, the library can apply to publishers on your behalf to obtain an electronic copy of selected items from your reading lists. You will need to discuss which titles are most appropriate with your module leader and the relevant Academic Liaison Librarian.

### **Library website**

For more detailed information on library services for disabled students, please visit your college library <https://www.westminster.ac.uk/current-students/studies/library-and-study-spaces>

## **Assistive technology and equipment**

### **Networked software**

All networked PCs at the university have the following software:

#### **JAWS v.13**

Developed for blind and partially sighted people, JAWS reads aloud what is on the computer screen.

For user guides go to: [www.freedomscientific.com/products/fs/jaws-product-page.asp](http://www.freedomscientific.com/products/fs/jaws-product-page.asp)

#### **Mind View v.6**

Mind View is 'mind mapping' software and can help you organise your thoughts and plan your assignments. This can be useful to all students, but particularly to those with dyslexia.

#### **TextHelp Read and Write 10**

Offers reading and writing support, including text to speech, phonetic spell checker and word prediction as well as the ability to change the colour/contrast of the screen

#### **Windows Narrator**

A lightweight screen reader

#### **Microsoft Magnifier**

An onscreen magnifier

Sensus Access This software allows you to convert file formats (e.g. a Word document to an audio file) and is available via the Learning Resources tab in Blackboard

### **Software on dedicated computers**

Password protected dedicated PCs are available in the following locations:

Cavendish - 3rd floor and 5th floor group study spaces

Harrow – 1st floor

Regent – 1st floor group study space and B4 silent study space

Marylebone – 1st floor

They have the following software:

### **Zoomtext v.9.1**

Zoomtext is a screen magnifier designed for people with visual impairments. You can magnify a whole screen or move a magnifying 'square' around the screen.

<https://www.zoomtext.com/learning/recorded-webinars/>

### **Abbyy Fine Reader v.10**

Abbyy Fine Reader is OCR (Optical Character Recognition) software. Use it to create editable and searchable electronic files from scanned paper documents, PDFs and digital photographs.

<http://finereader.abbyy.com>

Problems related to IT software or equipment should be reported through the Service Desk on 020 7915 5488 or online at <https://servicedesk.westminster.ac.uk>

### **Equipment**

Each library provides access to height adjustable tables

The library cannot guarantee specific study space for students with disabilities outside the assistive technology machines that are provided in each library. Please refer to your disability adviser with any issues around your use of the library study space

## **Physical access**

### **Disabled access to the library**

For maps, directions and physical access to each library, please go to

<https://www.westminster.ac.uk/library-and-it/our-libraries> and click on the campus you wish to visit.

### **Lift access Cavendish**

Students can get to the 3rd floor and entrance to the library via the open lifts at the Cavendish site. To arrange access to the 4th and 5th floor of the library please contact Disability Learning Support, [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk)

### **Harrow**

Lifts provide access to all areas of the library.

### **Marylebone**

Lift access to all floors – the lift is card operated so please contact Disability Learning Support, [DLS@westminster.ac.uk](mailto:DLS@westminster.ac.uk) to arrange access.

### **Regent**

Lifts provide access to all floors in the library.

## **Fire alarms**

Please note that only audible fire alarms are currently used in all libraries. If you are unable to hear the fire alarm, please inform library staff when you first enter the library.

This guide can be made available in alternative formats on request