Access for all

Library and IT services for people with disabilities

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## Templeman Library maps – accessible services

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Get support

Our staff can give you advice about the services in this guide, so please ask. We want you to have full and equal access to everything you need to have the best possible learning experience at Kent.

Student Support and Wellbeing

If you could benefit from extra support, you may be eligible for an Inclusive Learning Plan (ILP). Contact Student Support and Wellbeing:

- Rooms Hg 7 – 9 in Keynes College (near Dolche Vita)
- 01227 82 3158
- accessibility@kent.ac.uk
- search for student support and wellbeing on the Kent website
- www.kent.ac.uk/studentsupport

Contact Library and IT services

Welcome Desk

C Block, Ground Floor, near the Main Entrance
- 01227 82 4777

IT & Library Support Desk

C Block, Floor 1

IT and general Library queries:
- 01227 82 4999
- helpdesk@kent.ac.uk

Feedback

Tell us if we can do better; feedback and new ideas are always welcome.

Ask for a feedback form at help points or fill it in online:

- search for is feedback on the Kent website:
- www.kent.ac.uk/is/feedback
Access to the building

Opening hours

The Library is open 24/7 in most study weeks, so you can access resources and study facilities when you need them. Opening times vary during the year – search for library opening hours on the Kent website.

Parking

Our closest car park is the Central Visitor car park next to the Gulbenkian Theatre.

Blue Badge holders can use accessible parking bays in campus car parks. Students, staff and regular visitors can apply for a free accessible bay permit:

- 01227 82 3609
- parking@kent.ac.uk

Search for parking on the Kent website or go to:

www.kent.ac.uk/estates/services/parking

Get to know the Templeman Library

Entrances

- All entrances are step-free.
- To open doors use the push plate or scan your KentOne card.
  > Main Entrance is open throughout library opening hours
  > Library Road Entrance is open 08:00-21:00
  > Grimond and Terrace Entrances are open 08:00-18:30.

You need to scan your KentOne card to enter and exit the Library through entry gates. There is an intercom at the Library Road Entrance so staff can remotely open the gates for you. You don't need your card to access the A Block Lecture Theatre, seminar rooms or classrooms.

If you forget your card or don't have one you can get a day pass using the Kiosk at the main entrance. The day pass card is for library access only and can't be used to borrow books.

Lifts

- The two lifts in C Block and the lift in D Block go to all floors.
- The lift in A Block goes between Floors 1, 2 and 3.
- There are platform lifts:
  > in C Block: between the Ground Floor (Main Entrance) and the Lower Ground Floor (Library Road Entrance)
  > in A Block: close to an accessible toilet, the Lecture Theatre and seminar rooms.
Library map

This Library map shows lift locations and other accessible services and facilities. Search the Kent website for Templeman Library floor plan and click the PDF file, or go to

- www.kent.ac.uk/is/templeman/pdf/floor-plans.pdf

Medical conditions

If you have a specific need when visiting the Library please tell us.

If you have a long-term health condition contact Student Support and Wellbeing to see how they can help you:

- accessibility@kent.ac.uk

Emergency evacuation

Find out where the nearest evacuation route is from where you are working.

If you hear the fire alarm

- fire exit doors will open automatically
- push pad automated doors will work as normal
- don't use the lifts.

For help with getting out of the building, go to a Refuge Point:

- in A Block: by the lift.
- in C Block: next to both sets of central stairs.
- in D Block: by the fire escape in the back corner of the PC rooms (Floors 1 and 3).

Use the intercom to contact Campus Security, who will come to help.

Exit plan for emergencies

We can develop a Personal Emergency Evacuation Plan for you.

Contact Michelle at the Safety Health and Environment Unit:

- m.m.dawson@kent.ac.uk
Library services

Find books, journals and more

LibrarySearch is our online catalogue. Use it to find books, journals and more. Log in to manage your Library account and see due dates. Search for Library Search on the Kent website, or go to:

- librarysearch.kent.ac.uk

E-books and digital resources

Most e-resources are available in LibrarySearch but not all. Search for e-resources A-Z on the Kent website to see the full range or go to:

- www.kent.ac.uk/library/resources

Get my book!

We can get books from the shelf for you if you need assistance. Titles should be ready to collect within two working days (not including weekends). Fill in our online form or ask at any help point in the Library. Search for book fetch on the Kent website or go to:

- www.kent.ac.uk/library/support/forms/book-fetching

Borrowing

Students with Inclusive Learning Plans (see page 3) can borrow Library items for twice as long.

Items will automatically renew the day before they are due. But if someone reserves an item, you must return it by the due date or you’ll get a fine. Search for extended loans on the Kent website or go to:

- www.kent.ac.uk/library/borrow/extended.html

Help to scan and photocopy

Library staff can help you use Print Copy Scan machines, but unfortunately can’t scan and copy for you if support desks are busy and you have lots of pages.

Student Support and Wellbeing staff can also help. Email them in advance if possible:

- opera@kent.ac.uk

You can turn your scanned PDF into an accessible format using SensusAccess (see page 8).
Student PCs on height adjustable tables

Use a PC on a height adjustable table:

- in A Block, Floors 2 and 3 (manual)
- in C Block, Floor 1 (manual)
- in D Block, Floors 1 and 3 student PC rooms (electronic)

Print on yellow or blue paper

The printer in the PC room in D Block on Floor 1 uses pale yellow or blue paper. When you send work to this printer it prints immediately so you’re charged straight away.

- for yellow paper, the printer name is yellowA4
- for blue paper, the printer name is blueA4

Print from a student PC

First add this printer to your available printers:

- Click Start
- Search for \printserver2\yellowA4 or \printserver2\blueA4
- Before you send your file to print, find the print options for your document:
  - Choose either yellowA4 or blueA4 from the list

Print from your laptop

You need to be on the Kent network. If on campus, use eduroam Wi-Fi.

- Click Start
- Search for \printserver2.ad.kent.ac.uk\yellowA4 or \printserver2.ad.kent.ac.uk\blueA4

You will need to enter your Kent IT Account username and password. Your username should have ukc/ before it. For example, username abc1 would enter ukc/abc1.

After you’ve printed to yellowA4 or blueA4, your laptop will hold on to the printer settings for next time you need to print.

Lockers

You can rent a locker to store your belongings. Ask at the Welcome Desk.

Day lockers are also available from 08:00 – 19:00 during term. Find them in C Block on the Lower Ground Floor, by the Library Road entrance.
Assistive technology and productivity

Alternative formats
You can access study materials in different ways. If we have a digital edition of a book or journal LibrarySearch will show you.

For advice about creating accessible documents, presentations and other materials search for alternative formats on the Kent website or visit:

- www.kent.ac.uk/formats

We recommend SensusAccess, an online tool that can convert an image of text into a readable format such as e-book, text file, audio or braille. Search for SensusAccess on the Kent website or go to:

- www.kent.ac.uk/library/accessibility/sensus.html

Assistive software and apps
Assistive software can help you access material in different ways and be more productive.

University Student PCs offer a mixture of commercial and free software including ClaroRead Pro and MindView.

There are many other tools and apps that you can use and install on your own devices. They can help with:

- accessibility features on your PC
- read on screen your way: customise how your screen looks
- text to speech: reads your screen out loud
- voice recognition: talk instead of typing
- manage your time: some great productivity tools everyone can benefit from
- improve your writing: tools to check grammar, write clearly or use predictive text
- improve planning and note-taking

To browse the list and download the tools search for productivity tools on the Kent website or visit:

- www.kent.ac.uk/tools
Assistive technology in the Library

Magnifier unit

Zoom text in books and other print formats using the magnifier unit in D Block on the Ground Floor.

Assistive technology PC

There is an assistive technology PC on Floor 1 in Block C opposite the IT & Library Support Desk which offers:

- JAWS software
- Pearl with OpenBook scanning & reading software
- High contrast keyboard.

For help using the software there’s an Assistive Technology guide on the desk near the PCs and on our website. Search for assistive technology on the Kent website or go to:

- www.kent.ac.uk/library/accessibility

Accessibility links

- View this guide online: www.kent.ac.uk/library/accessibility
- Accessibility advice: www.kent.ac.uk/accessibility
- Assistive technology: www.kent.ac.uk/tools
- Alternative formats: www.kent.ac.uk/formats
Templeman Library – accessible services

Floor 1

Block A

- Special Collections & Archives Reading Room
- The Gallery

Rows 700 – 799
- Journals: Classics, Drama, Film, Languages, Literature
- Maths, Computing
- Biosciences, Physical Sciences

Key
- Height adjustable table (manual)
- Height adjustable table (electric)
- Yellow and blue A4 printer

Block B

- Staff
- IT & Library Support Desk
- 2 tables
- Assistive Technology PC

Block C

- Staff
- IT & Library Support Desk
- 2 tables
- Assistive Technology PC

Block D

- Study space
- PC Room
- Yellow & blue A4 printer
- Rows 800 – 899
- Books: Classics, Drama, Film, Languages, Literature
- 2 tables
- 1 with student PC

Notes
- Block A, Block B, Block C, Block D
- Templeman Library – accessible services
- Floor 1
Templeman Library – accessible services

Floor 2

Block A

Rows 400 – 499
- Anthropology
- Geography

Study space

Silent study

2 tables

2 tables with student PCs

Block B

Study space

Rows 500 – 599
- Politics, International Relations
- Law
- Education
- Music
- Art, Architecture

Block C

Study space

Group Study Rooms
- Student PCs
- Laptop loans

Block D

Study space

Rows 600 – 699
- American Studies
- Business, Finance
- Economics
- Sociology

Study space opening soon

Key

Height adjustable table (manual)
Templeman Library – accessible services
Floor 3

Block A
- Rows 100 – 199
  - Encyclopaedias
  - Directories
- 2 tables

Block B
- Silent study
- Rows 200 – 299
  - Philosophy
  - Psychology
  - Religion
- 2 tables

Block C
- Staff

Block D
- Silent study
- Rows 300 – 399
  - Archaeology
  - History
- Lift
- PC Room

Key
- 🥾 Height adjustable table (manual)
- 🤖 Height adjustable table (electric)