Access for all

Library and IT services for people with disabilities

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Get support

Our staff can give you advice about any of the services in this guide, so please ask. We want you to have full and equal access to everything you need to be successful.

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:

- **Reception**: rooms Hg7-9 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 to the Templeman Library

- 01227 82 4777

IT & Library Support Desk

C Block, Floor 1

**IT and general library queries**:

- 01227 82 4999
- helpdesk@kent.ac.uk

**Borrowing queries**:

- 01227 82 3572
- lendingenquiries@kent.ac.uk

Feedback

Tell us if we can do better; feedback and new ideas are 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
They 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 should apply for a free Accessible Bay Permit:

- 01227 82 3609
- parking@kent.ac.uk
- search for parking on the Kent website: www.kent.ac.uk/estates/services/parking

Get to know the Library

Getting into the Templeman Library

- 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.

Lifts in the Library

- 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 Welcome Desk) and the Lower Ground Floor (Library Road Entrance).
  > in A Block: close to an accessible toilet, the lecture theatre and seminar rooms.

This Library map shows lift locations:

- search the Kent website for Templeman Library floor plan and click the PDF file
- 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 searchable online catalogue. Use it to find books, journals and more. You can log in to manage your Library account and see due dates.

- search for Library Search on the Kent website
- librarysearch.kent.ac.uk

E-books and digital resources

Most e-resources are available in LibrarySearch but not all. This page shows you the full range:

- Search for e-resources A-Z on the Kent website
- www.kent.ac.uk/library/resources

Get my book!

We can get books from the shelf for you if you can’t get them yourself. Titles should be ready to collect within 2 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
- www.kent.ac.uk/library/support/forms/book-fetching

Borrowing

Students with Inclusive Learning Plans (see page 3) can borrow books for twice as long:

- search for extended loans on the Kent website
- www.kent.ac.uk/library/borrow/extended.html

Help to scan and photocopy

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

Student Support and Wellbeing staff can help. Email them in advance if possible: opera@kent.ac.uk

How to turn your scanned PDF into your choice of accessible format:

- see SensusAccess on 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, 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

- Click Start
  > search for \printserver2\yellowA4
  > or \printserver2\blueA4

Print from your laptop

You need to be on the Kent network. If on campus, use eduroam WiFi.

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

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.
Assistive technology and productivity

Alternative formats

You can access learning materials in different ways. If we have a digital edition of a book or journal LibrarySearch will show it.

Advice on creating accessible documents, presentations and other materials:

• search for alternative formats on the Kent website
• www.kent.ac.uk/formats

We recommend trying 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:
• 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 the following:

• Accessibility features on your PC
• Read on screen your way: tailor 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
• www.kent.ac.uk/tools
Assistive technology in the Library

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

Assistive technology PC
In addition to the software on all student PCs, an assistive technology PC in the Library offers:

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

Where it is:
- C Block, Floor 1, opposite the IT & Library Support Desk

For help using the software on the PCs there’s an Assistive technology guide on the desk near the PCs and on our website:

- search for assistive technology on the Kent website.
- 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