

We want to make learning centre services and resources as accessible as possible. If you have any accessibility issues which are not covered here let us know.

You can find more information under the Learning essentials tab on shuspace at shuspace.ac.uk

Using the learning centres

General information about the learning centres, directions for car and public transport users and maps are available on shuspace.

In both learning centres you will find

- low level printers and photocopiers
- lifts with tactile markings
- accessible toilets on all levels
- induction loop systems at each Helpdesk and reception

Adsetts has two entrances, both wheelchair accessible

- from level four of the Atrium along a level concourse to the learning centre entrance
- from Arundel Gate up a ramp on to level six, then by lift down to the learning centre entrance on level four – the main doors open automatically

Collegiate Learning Centre has a wheelchair accessible entrance and accessible parking spaces for disabled badge holders.

If you have a personal emergency evacuation plan for the learning centre please let the reception staff know each time you visit the building.

If you find the learning centres inaccessible to you for any reason let us know.

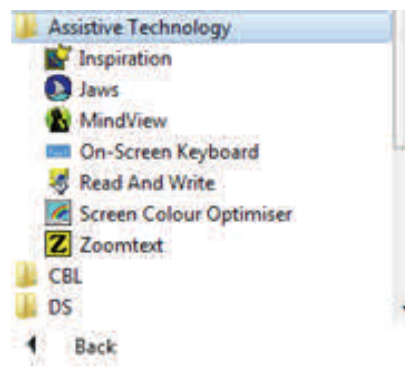
Assistive Technology Resource (ATR) areas

ATR areas provide a range of specialist equipment, software and adjustable furniture to support you including

- computers, large monitors, printers, book scanners, height-adjustable tables, adjustable chairs, foot rests and ergonomic arm rests
- CCTV magnifying aid units
- printers containing pastel-shaded as well as white paper – general printing is available throughout the learning centres
- book scanners – we can arrange training for you or your support worker with the learning centre's ATR specialists. Please ask at the helpdesks. General scanners can be booked via shuspace.

You can get assistive software on all networked PCs. This includes Inspiration, MindView, Jaws, Read and Write, ZoomText magnification software as well as a screen colour optimiser.

Click on Start – All Programs – Assistive Technology



There are group study rooms at each campus which include scanners, speakers, headsets, Dragon speech recognition software. These rooms can be booked using the **MyPC booking system** via shuspace.



Please register with the **Disabled Student Support team** to access ATRs. Contact details are on the back of this leaflet.

You can borrow items from each learning centre such as laptops with Dragon software, ergonomic and cordless keyboards and mice, document holders and gel wrist rests.

For further information on the ATRs visit the learning centre helpdesks or search for 'ATR' on shuspace.

Online resources

Learning centre staff work to ensure that our web pages meet accessibility requirements defined by the W3C. Some of our online resources such as databases are provided by third parties, with whom we would be happy to raise any accessibility issues. Let us know if you experience any difficulties accessing our online resources.

Media

Where possible we try to obtain video and DVD recordings with subtitles. You can find these on Library Search where it will indicate if the recording has subtitles.

Additional services

The following additional services may be recommended as part of your learning contract

Roaming profiles

We can set up unique desktop settings such as resolution, changes in icon size, colour scheme and font size which are available to you whichever PC you log into.

Alternative formats service

If you are print impaired and need access to essential reading texts in an alternative format e.g. for use with a screen reader, we can try to obtain them for you.

Extended loan service

One week loan books can be issued and renewed for two weeks. Part-time loan books can be issued and renewed for two weeks even if you are studying full-time. However if another user requests any of these books you will be asked to bring it back within a week of borrowing it.

Nominated borrower service

If you have difficulty accessing the learning centres, we can arrange for you to nominate up to two people, e.g. family members or flatmates, to borrow items for you.

Distance learner support service (DLSS) for disabled students

If you have difficulty accessing the learning centres, you may be recommended for this postal loans service. For more information, search for 'DLSS' on shuspace.

Please ask Disabled Student Support for more information about any of these additional services.

Support at the Helpdesk

Our staff can provide support in various ways such as

- getting books off the shelves
- helping you with information searching
- answering IT queries
- enlarging photocopies on to different coloured paper

Let us know what you need and we will do our best to help.

Contact us

Learning and Information Services

You can contact us

- in person at a learning centre Helpdesk
- phone **0114 225 3333** (24 hours 7 days a week)
- email learningcentre@shu.ac.uk or ithelp@shu.ac.uk

Disabled Student Support team

- phone **0114 225 3964**
- email disability-support@shu.ac.uk

Accessible learning centre services and resources *A quick guide*

