

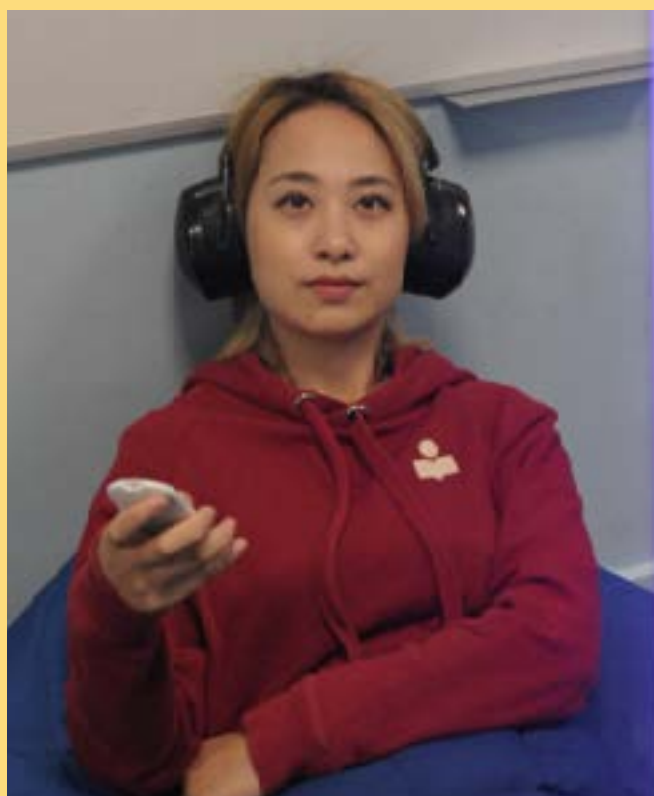


LIBRARY ACCESSIBILITY HANDBOOK

From support to frequently asked questions, accessible study rooms to assistive technology, this guide tells you everything you need to know about the Library's accessibility offers.

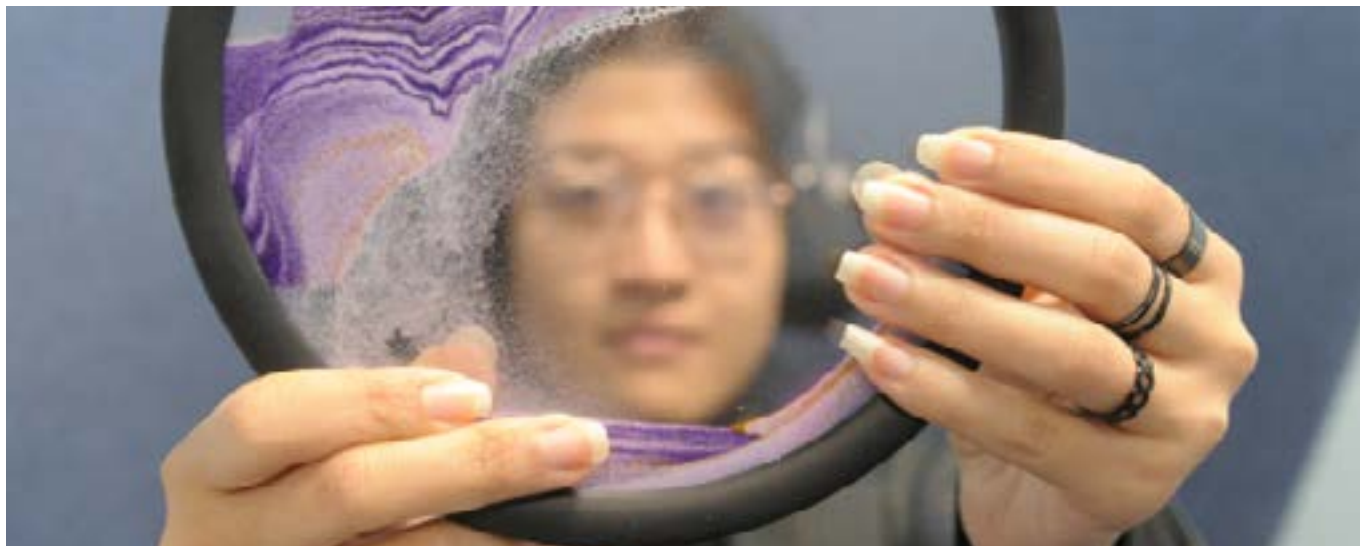
**UNIVERSITY
OF WARWICK**

The Library & Archives



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WELCOME!

Welcome to your guide to the accessible spaces and study rooms at the University of Warwick Library.

We hope this guide helps you navigate these spaces with ease and feel as comfortable as possible during your visit.

Our accessible study areas are designed to provide a supportive and inclusive environment, ensuring all students have equal access to resources and facilities that support their learning.

Need Assistance? We're Here to Help!

Library Support

Email

library@warwick.ac.uk

Call

+44 (0)24 76 522026

Library Helpdesk (Floor 1)

Open 8am - 8pm

Library Accessibility Specialist

If you have any questions or need assistance with Library accessibility, please ask for the Library Accessibility Specialist at the Helpdesk.

Book a 30-minute online Teams meeting to discuss your accessibility needs.

[Book here](#)

Disclaimer

What Library Accessibility Can Do:

- Offer support and guidance on Library services for students with disabilities or additional needs.
- Provide one-on-one consultations to discuss individual accessibility needs related to library services and resources.
- Support the use of assistive technologies and/or equipment by showing you what we have available and how to get started using it.
- Personal Library tours to help you feel confident and comfortable navigating Library spaces.
- Signpost to other support services across the University if you need extra help or advice.
- Escalate feedback and suggestions to senior library leaders.

What Library Accessibility Cannot Do:

- Diagnose disabilities or provide medical advice.
- Modify library policies (but I can help raise issues and suggest improvements).
- Guarantee immediate accessibility fixes – sometimes requests may need approval and time.
- Provide technical support for personal devices beyond assistive tech guidance.
- Act as a legal advisor regarding accessibility laws or compliance.

Other Support

Wellbeing Services

Webpage

[Wellbeing and Student Support Portal](#)

Phone

024 7657 5570

Location

Senate House, Central Campus

Disability Services

Email

disability@warwick.ac.uk to book an appointment

Location

Senate House, Central Campus

Use the [University of Warwick](#) map to locate Senate House and all other locations on campus.



Overview

Accessible Study Rooms

Essentials

- Maximum capacity: 2 people.
The person who booked the room and one companion.
- You can book up to 3 hours per day.
- To book three consecutive hours (e.g., 10:00 – 13:00), you'll need to reserve one 1-hour slot and one 2-hour slot back-to-back.

Locations in Library

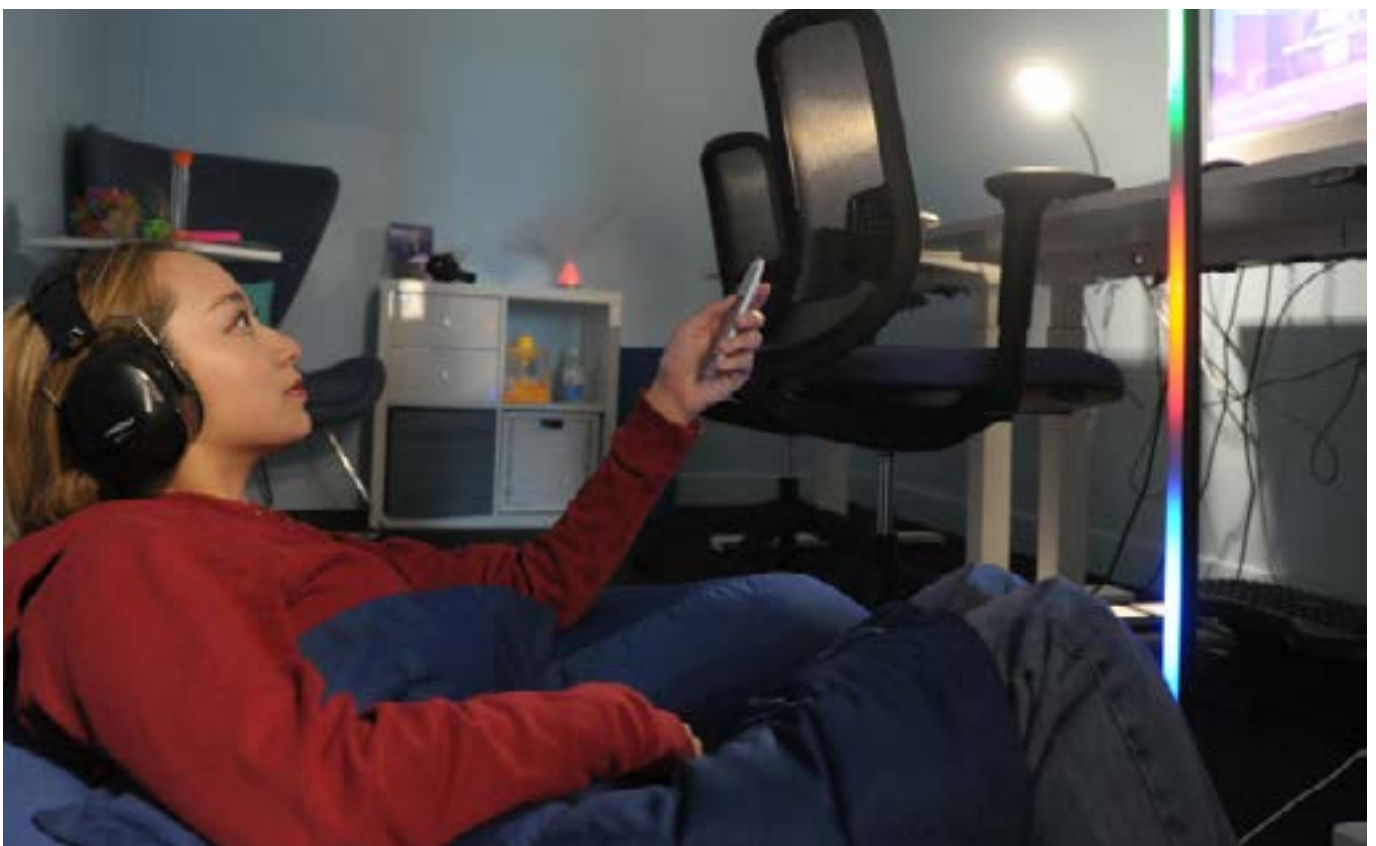
- Floor 1: Room 114
- Floor 2: Room 204
- Floor 2 Extension: Room 256
- Floor 3: Room 309
- Floor 4: Room 405
- Floor 5: Room 505

Reminders:

- If you book three consecutive hours, rescan your card at the door to confirm your presence.
- If you forget, speak to the Helpdesk so it doesn't count as a no-show.
- Rooms are private but not soundproof, please be mindful of noise.

Locations around Campus

- Junction, PG Hub: JX2.06 (only available for Postgraduate Students)



Accessible and Assistive Spaces

Areas with adjustable furniture (desks and chairs), PCs with assistive software installed, are typically quieter and less busy. Look at the [University of Warwick Virtual Map](#) and the [University of Warwick Library Floor Plans](#) for more assistance.

Floor 1 - Assistive Technology Area



Floor 2 Extension - Assistive Technology Area



Sensory and Quiet Spaces

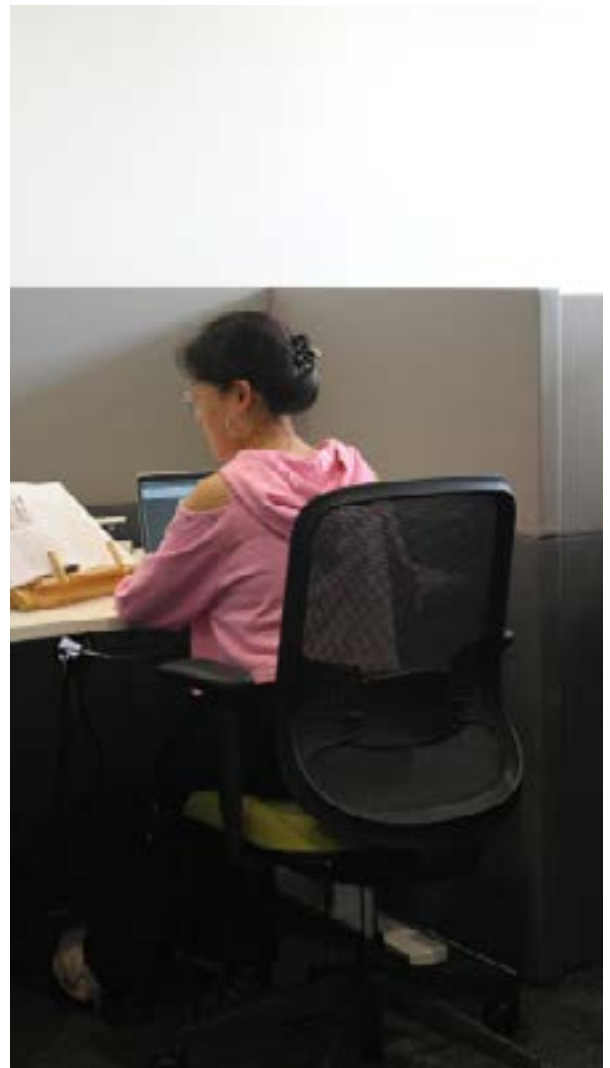
Areas with minimal noise, sensory items, typically less busy and some warmer lighting.

- Floor 1 – Breathing Space
- Floor 2 Extension – Sensory Study Room
- Floor 2 Extension - Silent Study Room
- Floor 3 – Quiet Study
- Floor 4 – Quiet Study
- Floor 5 – Quiet Study

Library Accessible Services

Visit the [Library's Accessibility Webpage](#) for more information. Here's an overview:

- Coloured printing paper
- Click and collect
- Individual Library inductions
- Research and Academic Support Librarians
- Proxy Borrower
- Freepost Returns
- Postal Loans



Assistive Technology and Software Information

A range of assistive software is available on designated computers throughout the Library and is easy to access.

To locate specific software, you can: Visit the Assistive Technology Areas, check the [Library website](#) for detailed locations, or ask at the Helpdesk for assistance.

Please note that some software is only available in a demo or viewer format.

Any software that is marked as IDG Managed below can be installed from Software Centre (Windows 10) or Company Portal (Windows 11).

What Assistive Software is Available?

Software Name	Description	Key Information
	ClaroRead	Text-to-speech May require headphones. Produces noise.
	ColorVeil	- Customisable colour filter - Reduce eye strain - Dyslexia support Produces no noise IDG Managed
	Dragon	Voice recognisable dictation May require headphones. Produces noise.
	Essay Writer	- Academic writing guidance - Tools for improving grammar and style - Visual mapping Produces no noise.
	FSReader	Text-to-speech May require headphones. Produces noise.
	Inspiration	- Diagramming tool - Brainstorming - Visual mapping Produces no noise.

Software Name		Description	Key Information
	JAWS 2019	• Text-to-speech • Braille output	May require headphones. Produces noise.
	Kurzweil 1000	• Text-to-speech • Scan and read printed material • Compatible with DAISY	May require headphones. Produces noise.
	MindManager	• Diagramming tool • Brainstorming • Visual mapping	Produces no noise. IDG Managed.
	Open Dyslexic	• Font designed to improve readability • Dyslexia friendly	Produces no noise. IDG Managed.
	Read and Write Gold	• Text-to-speech	May require headphones. Produces noise. IDG Managed.
	Sonocent Audio Notetaker	• Audio notetaking • Visual organisation	May require headphones. Produces noise. Recently, Sonocent has become Genio Notes. Though we do not have a subscription for this, if you receive DSA, you can look at getting a free subscription for yourself. Check their website for more details.
	Workrave	• Rest break timer • Prevent repetitive strain injuries (RSI)	Produces noise. IDG Managed.
	ZoomText 2019	Screen magnification Screen reader program	May require headphones. Produces noise. This software is known to causes technical issues and is not compatible with Windows 11.

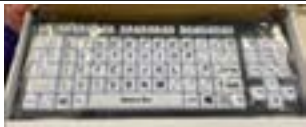
Accessible and Assistive Equipment

What can I borrow?

Multi-Sensory Bags

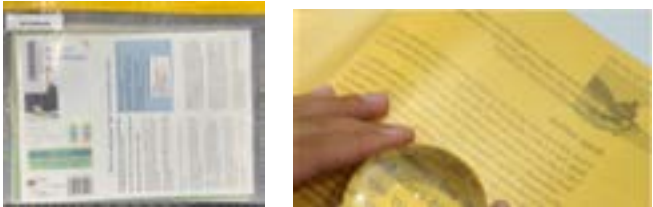
Items	Image
Multi-Sensory Bag: 1x Ear Defender, Various Fidgets, Timers, Communications Cards (Bags vary slightly, please check contents for your preference)	

Technology Aids

Items	Image
High-contrast, large print keyboard (Black/White)	
High-contrast, large print keyboard (Black/Yellow)	
Dell Computer Keyboard	
Portable Hearing Loops	
Ear Defenders	
Headphones	

Items	Image
Gel Wrist Rest	

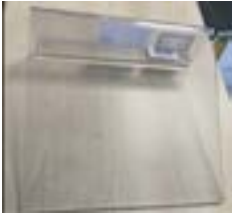
Sensory Aids

Items	Image
Weighted Lap Pad	
Weighted Neck Pad	
Daylight Lamp	
Cerium Coloured Overlays, A4	
Cerium Eye Level Reading Rulers Overlays	
Ruby Digital Magnifier	

Items	Image
Line by Line and Dome Magnifier	 A dome magnifier and a line-by-line magnifier are shown next to a document. The dome magnifier is a clear, hemispherical lens on a stand. The line-by-line magnifier is a long, thin, clear lens with a handle.
Magnifying Rulers 15cm	 A magnifying ruler is shown, which is a long, clear ruler with a magnifying lens integrated into it. It is placed over a document.
Handheld Magnifier	 A handheld magnifier is shown, which is a clear lens with a handle. It is placed over a document.
Lili Lamp - Dyslexia Lamp	 The Lili Lamp is shown, which is a small, white, cylindrical lamp with a blue base. It is placed next to a document.
Sand Timers	 A row of sand timers is shown, each with a different colored sand (white, blue, green, purple, orange, red). They are used for time management.

Ergonomic Accessories

Items	Image
Contour RollerMouse Scrolling Pad	 The Contour RollerMouse Scrolling Pad is shown, which is a black, ergonomic device with a roller and buttons. It is designed for use with a computer mouse.
3M Ergonomic Optical Mouse	 The 3M Ergonomic Optical Mouse is shown, which is a black, ergonomic mouse with a scroll wheel. It is designed for use with a computer.

Items	Image
Kensington Orbit Optical Trackball	 A black and silver Kensington Orbit Optical Trackball is shown in its retail packaging. The packaging is white with blue and black text and features a clear window showing the device.
Wooden Book Stands	 A simple wooden book stand made of light-colored wood. It has a rectangular frame with three horizontal slats for holding books.
Extra Wide Writing Slopes	 A white, extra-wide writing slope or tablet. It is shown at an angle, with a small, clear plastic container resting on its surface.
Metal Laptop Stand	 Two images showing a metal laptop stand. The left image shows the stand's base, which is a square metal plate with four adjustable feet. The right image shows a silver laptop placed on the stand, which is adjusted to a height and angle.
BookChair for Books and eReaders	 A BookChair, which is a wooden frame with a blue fabric backrest. It is designed to hold a book or eReader at an ergonomic angle for reading.



Accessible Equipment Lending Procedure

How to Borrow Equipment

- Equipment is loaned on a first-come, first-served basis to ALL LIBRARY USERS.
- Use Library Search to check availability of accessible equipment.
- Visit the Library Helpdesk to request an item.
- Present your Library ID to check out an item.
- Staff will register the loan under your Library account.
- Equipment is handed to you at the Helpdesk.

Borrowing and Returning Information

Where you can use it

Equipment must stay inside The Library. You are welcome to use it in any area of The Library, but please be mindful of potential disruptions it may cause to others.

Where to return it

Return all equipment to The Library Helpdesk when you're done or before leaving the building.

- Loss/damage may incur a charge.
- Equipment cannot be taken outside of The Library and must be returned to the Library Helpdesk when finished with them, or before exiting the building.
- Note that the Library Helpdesk is open 8:00am – 8:00pm. We encourage you to visit during these hours. If you are unable to do so, you may leave your materials with our overnight staff at the Helpdesk.



Useful Digital Tools

Here is a list of apps and websites designed to help students succeed. Please note that there are many other apps and software available that are not included in this list. We encourage you to explore and test various apps and websites to find the ones that best meet your needs.

*Note:

- Some of these tools follow a freemium model, but please note that our university does not have a paid subscription.
- When using any of these tools you should always read the terms and conditions carefully for implications for privacy, intellectual property and access control.

Table of Tools

Microsoft Web Store and Microsoft 365 Tools

Tools	
Immersive Reader	Reading support
Read aloud	Windows Magnifier + cursor indicator
Narrator Microsoft Windows	Reading support
Grammarly for Microsoft Office	Grammar checker
QuillBot	Grammar checker
Microsoft FreeMind	Mind-mapping
Dictate	Voice dictation in Word, OneNote, PowerPoint
Microsoft OneNote	Note-taking
Microsoft Magnifier	Screen Magnifier, reader

Mac / iOS Accessibility

Accessibility Features Mac Users – Web-Nots	Guide for Mac users
Youtube - Mac Accessibility	Guide for Mac users
VoiceOver	Mac/iOS Screen reader

Mind Mapping / Visual Notes

Lucidchart	Mind-mapping
Microsoft FreeMind	Free PC download

Visual Support / Sight Assistance

Visor - Chrome Web Store	Colour veil and ruler
Be My Eyes	Live video help
Bionic Reading	Reading assistance
Seeing AI	AI image narration
TapTapSee	Photo recognition for vision impaired

Note-Taking / Understanding

Google Docs Voice Typing	Input text and control document editing using their voice.
Microsoft OneNote	Create, organise, and sync notes across devices using text, images, audio etc.
iOS Dictation	(Apple) Dictation
Google NotebookLM	AI notetaking and podcast creation

Screen Reader

Narrator Microsoft Windows	Built-in screen reader in Windows
VoiceOver (Mac/iOS)	Apple's built-in screen reader

Essay Writing Tools

Grammarly for Microsoft Office	Grammar, spelling, and other corrections
Scribbr	Academic support
QuillBot	Grammar checker
Oxford English Dictionary	App/Web

Magnification

NVDA	Screen reader, Braille compatible
Microsoft Magnifier	Screen Magnifier, reader

Organisation / Time Management

Magic ToDo - GoblinTools	Task manager, to-do lists
Online Digital Clock	Timers, countdowns
Tomato Timer	Pomodoro technique
Forest	Focus app
Motion Alarm Clock	Shake to stop alarm
Remember The Milk	Task manager, to-do lists

White Noise / Focus

Noisli	Ambient noise mixing
TaoMix 2	Custom soundscapes

Educational Media

Pressreader	Digital print, magazines via UoW credentials
Libby	eBooks, audiobooks via UoW credentials
Kanopy	TV and radio via UoW credentials

Communication

Sunflower Personalised ID Card	Physical card
Sunflower Extra ID Card	Digital card
Emergency Chat	App for when speech is difficult, but communication is needed

FAQs

1. How do I use the Dimmable Lights in the Accessible Study Rooms?



This dimmable light switch features two multifunctional buttons, allowing you to easily adjust the lighting to your preferred brightness levels.

Note: Lighting may vary slightly between rooms.



On / Off / Dimmable

Press the top of the left button once to turn the lights on full brightness mode.



Press the bottom of the left button 3 times to turn the lights off fully. The lights will gradually dim with each press.



Using Lighting Scenes

Press the top right button labelled "Scene A. 50%" to set the lights to 50% brightness.



Press the bottom right button labelled "Scene B. 20%" to see the lights to 20% brightness.

Dimmable Light Switch

Press the **up button** to switch on.

Press the **down button** to switch off.

Press and hold the down button once to dim x1 (twice for x2, three times for x3).

For the PG Hub, the switch looks like an ordinary light switch but it works differently. The instructions on the left have been placed next to it.

2. How do I use the Adjustable Desks?



Each desk has a control tab located on the edge of the desktop, featuring two buttons to adjust the height.

Before use, make sure the black power cable is securely plugged into a wall socket and the switch is turned on.



The left button has an upward arrow indicating that the table will rise.

Press until the table is at your desired height then let go of button.



The right button has a downward arrow indicating that the table will lower.

Press until the table is at your desired height then let go of button.

If the table won't raise or lower:
First, check that it's plugged in and switched on.



If it's still not responding, press and hold both control buttons simultaneously until the table lowers completely and comes to a stop.

Once it's fully lowered, press the left button to raise the table. It should now function as normal.

Please note: some of the catalogue PCs have electronic height adjustable desks (they vary in appearance but work the same).

3. Can I book the Accessible Study Rooms for longer than 3 hours?

Bookings are limited to a maximum of 3 hours per day.

This ensures fair access for all users, as these rooms are in high demand and availability is limited.

4. Can my friends join me in the Accessible Study Rooms?

You may bring one companion into the room.

Please note that these spaces are monitored regularly to ensure a safe and comfortable environment for all users.

5. What do I do if I have booked a room that I no longer need?

If your plans change, please cancel your booking as soon as possible to make the space available to others.

You can also speak to the Helpdesk, who can cancel it on your behalf and ensure it doesn't count as a no-show.

6. Why can't I enter the Accessible Study Room if I have booked it?

If you don't arrive within 15 minutes of your scheduled start time, the system will mark it as a no-show and automatically cancel your access.

If you leave the room during your booking, you can usually return using your ID Card — but if your room break crosses the hour mark and you're gone for more than 15 minutes, your access may be revoked.

Please speak to the Helpdesk in this case, or call The Library: +44 (0)24 76 566026

7. Can I bring an assistance dog?

Assistance dogs are welcome, provided they are kept on a lead. Please note that emotional support animals are not permitted.

Feedback

If you have any questions or feedback, please email us at library@warwick.ac.uk

QR Codes to Feedback Surveys

We'd love your feedback! Take this quick survey to help us improve this handbook and make our services even more accessible. Just visit the link below or scan the QR code to get started.

[The Library's Accessibility Handbook Feedback Survey](#)

Or scan the QR:

