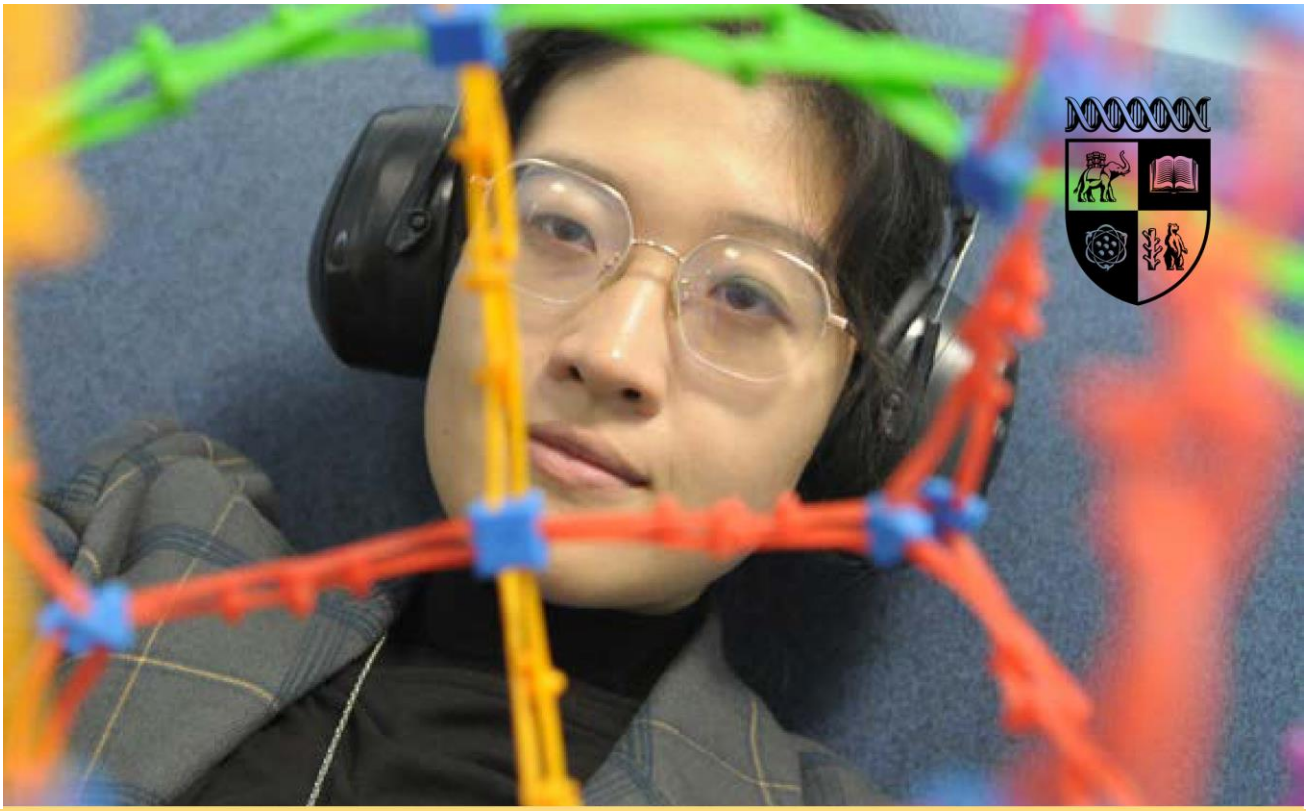
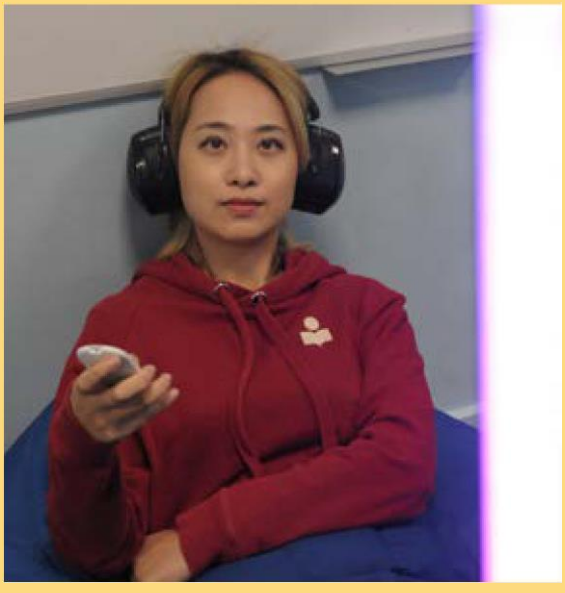


LIBRARY ACCESSIBILITY HANDBOOK

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 to 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., 10am to 1pm), you'll need to reserve one 1-hour slot and one 2-hour slot back-to-back.

Reminders:

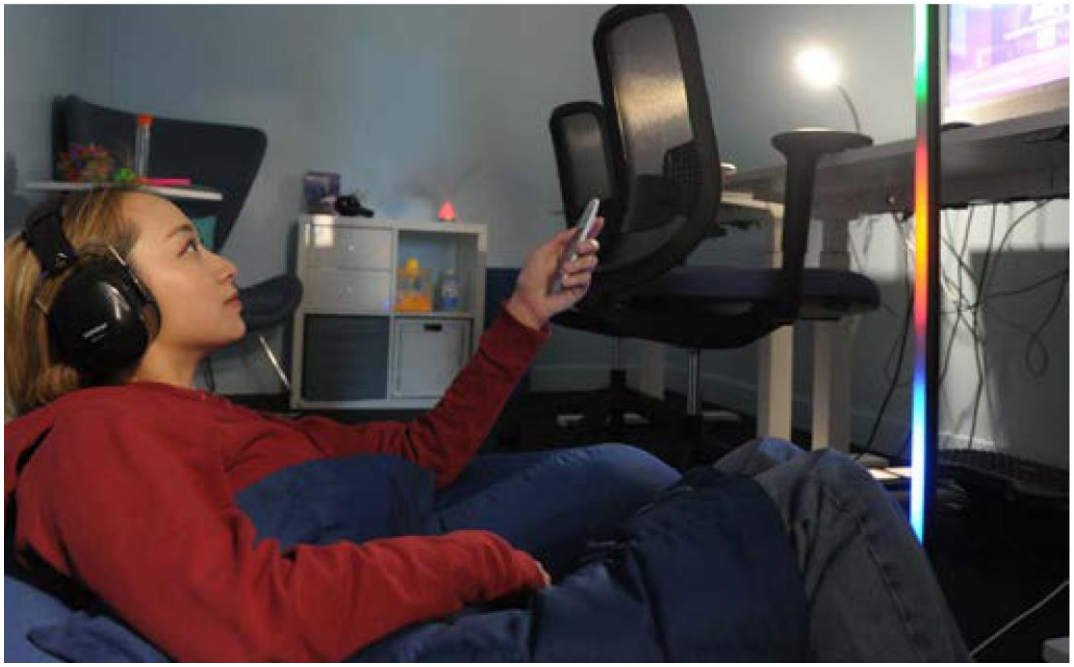
- If you book three consecutive hours, rescan your card at the door to confirm your presence.
- If you forget, speak to the Helpdesk so it doesn't count as a no-show.
- Rooms are private but not soundproof, please be mindful of noise.

Locations 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

Locations around Campus

- Junction, PG Hub: JX2.06 (only available for Postgraduate Students)
- University House, Learning Grid 2



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



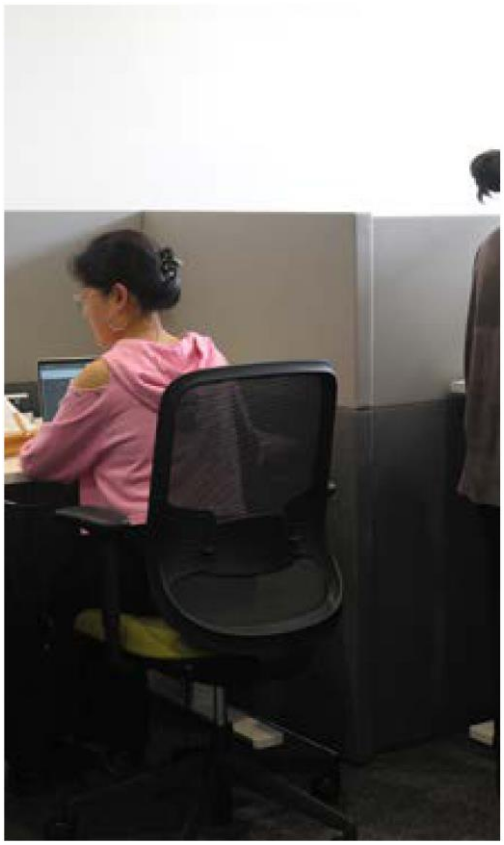
Floor 2 Extension – Assistive Technology Area



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

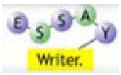
Assistive Technology and Software Information

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.

What Assistive Software is Available?

Logo	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.
	**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.
	**NVDA**	• Text-to-speech	May require headphones. Produces noise.

Logo	Software Name	Description	Key Information
	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.
	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.



Accessible and Assistive Equipment

What can I borrow?

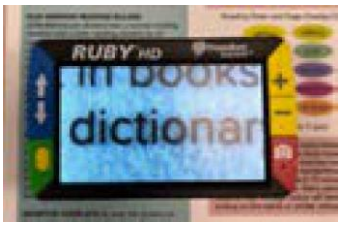
Multi-Sensory Bags

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	

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	
Line by Line and Dome Magnifier	

Items	Image
Magnifying Rulers 15cm	
Handheld Magnifier	
Lili Lamp – Dyslexia Lamp	
Contour RollerMouse Scrolling Pad	
Penguin Ambidextrous Vertical Mouse	

Ergonomic Accessories

Items	Image
3M Ergonomic Optical Mouse	
Kensington Orbit Optical Trackball	

Items	Image
Wooden Book Stands	
Extra Wide Writing Slopes	
Metal Laptop Stand	 
BookChair for Books and eReaders	



Accessible Equipment Loaning 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

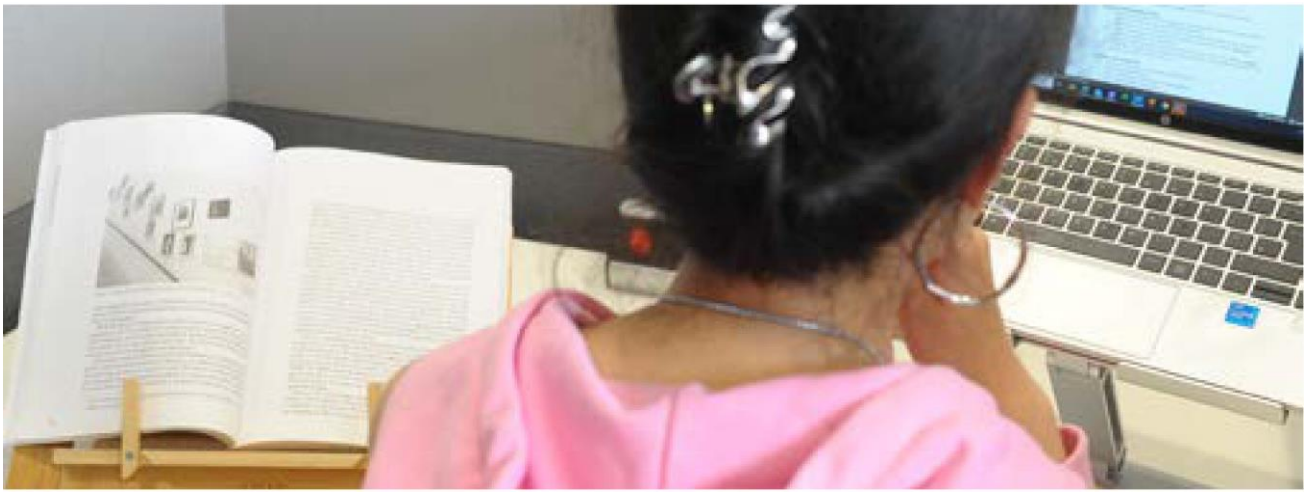
Where you can use it

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 **8am to 8pm.** 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

Tool	What it does
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

Tool	What it does
Accessibility Features Mac Users – WebNots	Guide for Mac users
YouTube – Mac Accessibility	Guide for Mac users
VoiceOver	Mac/iOS Screen reader

Mind Mapping / Visual Notes

Tool	What it does
Lucidchart	Mind-mapping
Microsoft FreeMind	Free PC download

Visual Support / Sight Assistance

Tool	What it does
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

Tool	What it does
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
Glean	Note-taking with UoW credentials
Google NotebookLM	AI notetaking and podcast creation

Screen Reader

Tool	What it does
Narrator | Microsoft Windows	Built-in screen reader in Windows
VoiceOver (Mac/iOS)	Apple's built-in screen reader

Essay Writing Tools

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

Magnification

Tool	What it does
NVDA	Screen reader, Braille compatible
Microsoft Magnifier	Screen Magnifier, reader

Organisation / Time Management

Tool	What it does
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

Tool	What it does
Noisli	Ambient noise mixing
TaoMix 2	Custom soundscapes

Educational Media

Tool	What it does
Pressreader	Digital print, magazines via UoW credentials
Libby	eBooks, audiobooks via UoW credentials
Kanopy	TV and radio via UoW credentials

Communication

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

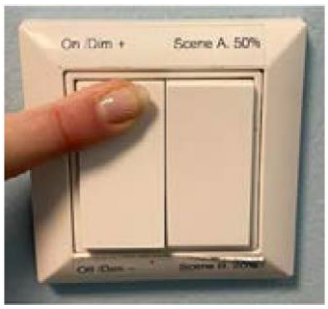
FAQs

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 set the lights to 20% brightness.

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.

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 522026

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:

