



## SCARBOROUGH-PHILLIPS LIBRARY

### Services to Persons with Disabilities

St. Edward's University takes pride in its diverse student population. In keeping with this philosophy, the Scarborough-Phillips Library strives to create an environment and offer services that encourage equal access for all members of the St. Edward's University community.

#### PROVIDING ACCESS

We define **access** as the process of identifying, locating, and retrieving books, materials, and other library resources.

#### GENERAL ACCESS SERVICES

##### General Service

We provide general reference service to identify and access reference materials and tools. Availability of assistance may be limited at times due to the needs of other patrons. To schedule an appointment to receive in-depth reference assistance and research assistance, please contact the reference desk at 448-8474 or email [ref@admin.stedwards.edu](mailto:ref@admin.stedwards.edu).

##### Materials Retrieval

We pull materials from the stacks for users who are unable to reach or locate materials by themselves. Whenever possible we retrieve materials immediately, but at times we may need twenty-four hours to provide this service. To ensure prompt service contact Access Services at 448-8469 to schedule an appointment.

##### Physical Assistance

We continue to remove physical barriers whenever possible. If barriers exist, please notify library staff and we will provide necessary assistance whenever possible.

##### Privacy

To protect an individual's privacy, library personnel may not retrieve items from backpacks, personal clothing, or other personal effects. Please have items such as computer disks/CDs, change for the copier machines, or Hilltopper card readily available.

##### Telephone

The campus telephone in the student lounge on the first floor of the library is wheelchair accessible. The library and the campus do not have pay telephones.

## **ADAPTIVE EQUIPMENT**

There are wheelchair-accessible computers on the first floor of the library in the computer bank on the north wall adjacent to the reference desk and in Room 203. The library has several pieces of adaptive technology that may be helpful for individuals with visual impairments. All computers with Windows XP have both narrator and magnifier capabilities. Kurzweil software is loaded on the computer for special needs patrons located on the first floor of the library in the computer bank on the north wall adjacent to the reference desk. An Alladin reader to enlarge text is located on the first floor of the library near the distribution shelf and adjacent to the carrels on the south wall.

## **OTHER SERVICES**

### **Personalized Services**

The Scarborough-Phillips Library will provide equal access, but individuals are responsible for independently using library resources. **We cannot provide personal reading, photocopying, typing, or note-taking services.** Please plan to bring your own assistant if you require support for these services.

If you need a service not mentioned, please ask at the Circulation Desk or phone the library at 448-8472.

Signature: Thomas W. Leonhardt  
Director, Scarborough-Phillips Library

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