

Library Accessibility Services

INTRODUCTION

The Library offers both in-person and online services for Laurier students, faculty and staff with disabilities. These include research help, making Library collections more accessible, book retrieval and delivery, quiet study rooms, and video captioning.

1. RESEARCH HELP

If you want help getting started, using the Library, or doing your research, we can help. We offer in person, online and phone appointments with a librarian. You can contact the Library's accessibility staff, or the librarian who specializes in your subject area.

2. COLLECTIONS ACCESSIBILITY

If you have a print disability and are doing research, the Library can improve the accessibility of our collections for you.

- 1) First, we offer SensusAccess, an online tool. You can upload a document and get a more accessible version in a few minutes emailed to your Laurier address. Formats include Word, HTML, mp3, Braille, and tagged pdf.
- 2) Second, we do our own remediation at the Library. We can reformat things, for example from PDF to Word, add features like headings for navigation, and improve the accessibility of PDF files. Sometimes reformatted documents lose their original page numbers, so we can look up those page numbers when you need to cite. If you run into issues with download limits for ebooks, we can download and compile them for you so they work with your screen reader.
- 3) Third, we can digitize print resources. You can request scans of book chapters or print journal articles using our Scan on Demand service. For print books we use ACE, a shared Ontario service that scans books and keeps them in an online repository you can search. To use ACE you need a token, which you can get from the ALC or Human Resources if you are registered with those offices, or from the Library if you aren't. Both Scan on Demand and ACE create PDF files with OCR. If you need additional accessibility features let us know.

3. PRINT MATERIALS RETRIEVAL AND DELIVERY

If you need help getting and carrying things from our shelves, we have two options.

- 1) The first is our Books to Go service. Request an item in Omni and choose your local library as the pickup location. We will get it from the shelves and have it ready for you to

pick up at the main circulation area. Or, you can arrange for a designate to pick up your books for you.

- 2) The second is Mail on Demand. Choose Mail on Demand as a pickup location in Omni and we will mail the book to you for free, including return postage.

4. QUIET STUDY ROOMS (WATERLOO CAMPUS)

At the Waterloo campus library, individual quiet study rooms on floors 4-7 are reserved for use by students registered with the ALC. You can book these online up to a week in advance, and can use them for up to 6 hours per day.

5. VIDEO CAPTIONING AND DESCRIPTION

Finally we offer video captioning and description services for Library-owned films. These take some time to produce, so please let us know about your needs as far in advance as possible.

MORE INFORMATION, QUESTIONS AND HELP

Those are some of our most used accessibility services. For more details and other services, check out the Accessibility Hub on the Library web site. To find it choose Services from the top navigation bar, then Accessibility Hub.

For questions, feedback, or help using our accessibility services please contact the Library accessibility staff at libaccessibility@wlu.ca.