

## **Library Policy For Serving Users With Disabilities**

The Seby Jones Library's policy is to make available all of its collections and services to users with disabilities. The library provides special assistance to facilitate the use of those collections and services that are not easily accessible to the physically disabled. The following services are available.

Designated parking for users with mobility impairment in front of the library  
Access ramps for wheelchairs  
Library online catalog available via the Internet for access from home and/or dorm rooms  
Telephone and online renewals  
Book paging at the circulation desk  
Downstairs photocopier  
Media center in separate handicap-accessible facility  
Periodical indexing and full-text articles available via the Internet  
Reference instruction and general library orientation available by appointment  
Reference assistance available online via the library's web page  
Interlibrary loan requests available via the library's web page  
Encyclopedias, newspapers, dictionaries, almanacs, etc. available via the Internet  
Delivery of materials available by request  
Enhancement of catalog records to include table of contents  
Large collection of ebooks available on the library's web page

### **Procedures for library services**

Students may request assistance at the front desk for using the downstairs library computers to locate materials. Requests may also be made by phone or e-mail to the reference desk.

Students may call for materials by submitting a written request at the front desk.

Interlibrary loan materials may be retrieved at the front desk.

Reference assistance may be scheduled by phone or by e-mail with the reference librarian. The reference staff will make arrangements to provide specialized instruction or library orientation on the first floor.

For library instruction that is taught as part of regular class syllabi, students should notify the reference librarian and his/her professor to schedule a make-up session. The reference librarian will arrange to teach the student in an individual session on the first floor.