



## **Users with Disabilities: access to Library facilities**

### **Introduction**

This guide provides information about physical access to library and computing sites.

The guide is also available in large print and on The Library's web pages at [www.library.salford.ac.uk/help/userguides/](http://www.library.salford.ac.uk/help/userguides/)

If you prefer it on disk, please ask at an Enquiry Desk. Braille and audio versions can be provided at a week's notice. Information is also available online at [www.library.salford.ac.uk/help/accessibility/](http://www.library.salford.ac.uk/help/accessibility/)

See also the guide *Users with Disabilities and Dyslexia: Library services* at [www.library.salford.ac.uk/help/userguides/](http://www.library.salford.ac.uk/help/userguides/)

### **Access to library sites**

- Adelphi building, Peru Street
  - Car park next to the building with designated parking spaces.
  - From the car park there is a steep ramp to the rear entrance – security staff/ caretakers will help if necessary.
  - Lift just inside the rear entrance; available for disabled users to access the library on the second floor. Door into the library is operated by a keypad – apply to an Enquiry Desk (details on page 4) for the combination.
  - Accessible toilet in the library, near the entrance.
- Allerton building, Frederick Road
  - Car park next to the building with designated parking spaces.
  - The main entrances have automatic doors and there is a lift just inside the Frederick Road entrance to the Allerton building. This stops at the 1st floor, and the library entrance is on this floor.
  - There is also proximity-card controlled access to the library directly off the car park.
  - A speaking lift within the library goes to all library floors.
  - Accessible toilet to the left of the library entrance.
- Clifford Whitworth building, Peel Park
  - Inner campus parking near Peel Building.
  - There are also designated parking spaces for disabled users in the Northern car park, a few hundred metres away.
  - Ramp and automatic doors at the main entrance.
  - Lift available.
  - Accessible toilet on the first floor, off the main landing.

## Access to Library PC suites

- All libraries include computing facilities – see above for access.
- 24-hour PC suites are available in Maxwell Building, rooms 522 and 524. These are wheelchair-accessible.
- Your School may also have a Library PC suite – please ask your Library Information Specialist [www.library.salford.ac.uk/contacts/](http://www.library.salford.ac.uk/contacts/) for information about access arrangements.

## Access to Library training rooms

- PC suites within library sites
  - Access as for libraries (see above).
- Allerton Building, Room c811
  - The car park lift goes to the 8th floor. Use this lift directly from the car park or from the 1st floor after using the main entrance and lift.
  - Height adjustable desks available in the room.
- Newton Building, Room B04b
  - Inner campus parking near Peel Building.
  - Ramp to the main entrance which has an automatic door. Lift to basement.
  - Height adjustable desks available in the room.

## Emergency procedures

If it is necessary to evacuate a library site the fire alarm will sound and a message will be sent to Deaf Alerters. For more information see:  
[www.equality.salford.ac.uk/disability/hearing/deaf\\_alerter.php](http://www.equality.salford.ac.uk/disability/hearing/deaf_alerter.php)

The procedure for wheelchair users and those with mobility impairments is:

- Do not use the lifts.
- If you are on an upper floor, identify yourself to the member of library staff who is clearing that floor. They will take you to an area that is protected by fire doors.
- Library staff will report your whereabouts to the Building Controller – you will only be evacuated if it is necessary.

You should have a Personal Emergency Evacuation Plan (PEEP). If you have any queries about this, please contact the Disability Service.

If you would like to discuss any of the evacuation procedures, please contact Julie Berry, [j.berry@salford.ac.uk](mailto:j.berry@salford.ac.uk)

## Access to other HE and local libraries

- If you are using other HE libraries under the SCONUL Access service, check with the named contact at each institution at:  
[www.access.sconul.ac.uk/members/#S](http://www.access.sconul.ac.uk/members/#S)
- For access to public and special libraries in Manchester, see the Library guide Local Libraries, available from Enquiry Desks and at:  
[www.library.salford.ac.uk/help/userguides/general/loclib.pdf](http://www.library.salford.ac.uk/help/userguides/general/loclib.pdf)

## Contacts

- General ITS enquiries  
ITS Service Desk  
Tel: 0161 295 2444 (Typetalk available)  
Email: [library@salford.ac.uk](mailto:library@salford.ac.uk)
- Access in libraries and PC suites  
Contact the Site Co-ordinator at your library site. Find their contact details on the web page below, ask at the Enquiry Desk or contact them via.  
[www.library.salford.ac.uk/contacts/](http://www.library.salford.ac.uk/contacts/)
- University contact  
Disability Service, UniversityHouse  
Tel: 0161 295 9000 / Minicom: 0161 295 2467  
Fax: 0161 295 2018  
Text: 07749 651 108  
Email: [wellbeing@salford.ac.uk](mailto:wellbeing@salford.ac.uk)

## Feedback

Our aim is to make the library and computing services as accessible as possible to all library users, and we welcome any feedback you can give us. Please use the suggestion boxes that are found at all library sites. We will reply to you if you include your contact details. Alternatively, you can use the **Feedback Form** on The Library's website: [www.library.salford.ac.uk/about/feedback/](http://www.library.salford.ac.uk/about/feedback/)

Please note: The information contained in this guide was correct at the time of publication. A more recent version may be available on The Library's website: [www.library.salford.ac.uk/help/userguides/](http://www.library.salford.ac.uk/help/userguides/)