

## **Brighton and Sussex NHS Library and Knowledge Service**

### **ACCESSIBILITY POLICY**

The Library and Knowledge Service (LKS) aims to ensure that all users and staff are treated equitably and that no one is treated less favourably for a reason relating to a disability. The libraries have been assessed by risk managers and are compliant with the Equality Act 2010 as far as access is concerned. The medical student welfare officer has also visited the library at the Royal Sussex County Hospital (RSCH) to ensure disabled students can access all facilities. All library staff are issued with photographic identification and all share responsibility for upholding this policy.

#### **Help with retrieving books from shelves**

The library can arrange for any items to be taken off the shelves and held for a user or posted if the user is unable to come in. A member of library staff will give one-to-one assistance at the point of need.

#### **Longer Loans**

For users with learning difficulties:

- Loans, which are 4 weeks, can be extended to 6 weeks.
- If users need extended loans, this can be set up on the member's record so it is automatically recognised when books are loaned.
- Renewals can be by phone, email or via the online catalogue for all users.

#### **Equipment**

- A variety of workstations available in different places to suit all users including an adjustable desk at the Library, RSCH . Desks will accommodate wheelchair access.
- The following assistive technology is on PCs at all three libraries -
  - ClaroRead Standard
  - Inspiration 9
  - MindGenius Business
  - Read&Write
  - ZoomText
- Adjustable chairs.

- Choice of coloured paper for printing.
- Laptops may be used in the library.
- Text size on computers can be adjusted – see separate procedure.
- An induction loop is fitted at the library reception at RSCH and at the library, Princess Royal Hospital (PRH).
- Disabled toilet on the library floor at the Audrey Emerton Building, RSCH and at PRH, Haywards Heath, and on the ground floor at the Sussex Education Centre, Mill View Hospital (MVH).
- Articles and books can be obtained in non-English languages if required.
- Lifts are available to reach the libraries at the RSCH, PRH and Mill View Hospital (MVH) from the ground floor.
- 24/7 access – all users have equal accessibility to the libraries at AEB and PRH 24 hours a day. The lifts remain in operation 24/7.
- PRH and RSCH are fitted with disabled access entry doors.

## **First Aid**

First-aid kits are provided in all the libraries. There are designated First Aiders in all the library buildings. Their names are displayed on notice boards in the library buildings.

## **Fire and Emergency Procedures**

The libraries at RSCH, PRH and MVH have staff members who are trained as fire wardens.

Fire exits from the RSCH Library are at ground level. The fire exit from the PRH Library is through the main door with a second fire exit through the restaurant. The fire exits from the MVH Library are down stairs and through the main exit or through the Lecture Theatre.

Security contact numbers are displayed in all libraries in case of emergency.

## **IT support**

The Library IT Technician can support accessibility technologies for users of the library.

Updated February 2020