Guideline 283 - Library Services to Students with Disabilities

Albin O. Kuhn Library & Gallery provides assistance necessary to ensure that students with disabilities have equitable access to Library resources and services. All students with disabilities requiring accommodations or special services are STRONGLY encouraged to register with Student Disability Services (SDS), located in Room 212 in the Mathematics/Psychology Building.

Qualified staff members in the Student Disability Services Department meet with students individually to discuss their needs. A variety of accommodations are available to students registered with the SDS department including, note takers, extended time testing, scribes, and assistants to help with making photo copies in the library.

If a student approaches a service point at the Library, identifies himself or herself as a UMBC student with a disability, and requests accommodation, the following questions are appropriate:

- Have you requested and been granted accommodation services from Student Disability Services?
- Is your instructor aware that you have a disability for which you have been approved to receive accommodations?

Asking these questions will determine how Library staff should proceed with providing assistance. For example, if an assignment seems insurmountable, Reference Librarians often contact the instructor. If the answer to the second question is "no," contacting the faculty member may put the Library at risk for violating confidentiality.

In addition to providing the Assistive Technology Rooms, which provides access to a variable speed tape recorder, a CCD for image enlargement, a workstation with screen reading software (JAWS), and a 19 inch monitor, the Library provides the following services for students who need them.

Reference Service and Consultations

Staff at the Reference Desk will provide assistance to users requiring general help with locating materials and research. Students with low or limited vision are encouraged to register with SDS and request an assistant to help them when viewing results retrieved during a Reference Desk session. Students with special needs are encouraged to make appointments with the library liaison for their academic discipline. Any student wanting to know more about assistive technology software and/or rooms with special facilities please contact the Reference Desk at 410-455-2346 or send an email to the Reference Department at ref-group@umbc.edu.

Subject guides are also available online to assist users with research in many areas.

Ask a Reference Librarian and Chat with a Reference Librarian

Users with special needs are encouraged to submit reference questions via the Ask a Librarian link on the Library’s Web site. These services do not include in-depth research or renewing, retrieving or holding library materials.

Photocopying and Book Collection

The Library does not provide copy cards to patrons. Students who have mobility disabilities are encouraged to register with SDS and request an assistant to help them with retrieving materials from the book stacks and/or photocopying. If the student does not have an assistant present, depending upon availability, staff at the Circulation desk, the Reference desk, or Serials may retrieve materials from the book stacks. Students who do not have an appointment may not be able to receive specialized assistance in the same day.

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