# Royal Conservatoire of Scotland

## Information Services Accessibility Policy

**Document Revision History**

| Version No. | Version Date | Prepared By | Approved By | Summary |
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| 1.1 | January 2023 | Catherine Small | Caroline Cochrane | Information Services Accessibility Policy |
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The Information Services staff will endeavour to provide a fully equitable service to its users, regardless of ability. We aim to make all reasonable adjustments necessary to improve the learning experience of users, and have a number of measures in place to assist those with disabilities to make the most of their library and IT use.

We offer a range of assistive technologies in both the research and the student IT suites. All PCs in the student IT suite and Library are equipped with the packages Inspiration and TextHelp Read and Write. MyStudyBar, a toolbar with a collection of assistive software packages, is also installed on student IT suite and Library PCs.  These packages are available to all students, via their Conservatoire login. Training on these packages is available to students on a one to one basis and can be arranged by contacting our IT Trainer, Julie Halstead (J.Halstead@rcs.ac.uk).  Our Conservatoire Disability Advisor, Derek Powell (D.Powell@rcs.ac.uk) liaises with Information Services about the particular requirements of any of our students with Learning Agreements.

The student IT suite is located on the ground floor of the main building.

The Whittaker Library is located on Level 3 of the Conservatoire, and access for those with mobility problems is via a lift, located on the ground floor of the building, near the reception desk.  A wide sliding door, together with lowered issue desk and public catalogue terminal, facilitate access for wheelchair users, and we're always willing to assist in getting materials from the shelves. The library is fitted with an induction loop at the issue desk.

We offer extended loan periods to dyslexic and other students. The Library Catalogue's font size, text and background colours can be changed to improve accessibility. The Library has a large collection of e-resources that can read out loud and/or backgrounds can be changed to support user needs. The Library also has access to the RNIB Bookshare which provides accessible textbooks and resources for learners with sight loss, dyslexia, dyspraxia, autism and qualifying physical disabilities. To sign up for this service contact library@rcs.ac.uk

We hope we can anticipate all our students' needs, and will endeavour to review our services to take into account advances in technology and changing needs. If you require any further information or assistance, please talk to any member of staff, or contact Caroline Cochrane, Head of Information Services (E: c.cochrane@rcs.ac.uk)