# *University Libraries Policies and Procedures*

## Services for Users with Disabilities

### Introduction

The University Libraries are committed to making every reasonable effort to provide assistance to AUB users with disabilities. Services include, but are not limited to: assistance with database and online catalog searching, space for studying, and the retrieval of materials. With advance notice, print materials can be magnified and scanned for users with disabilities.

In order to provide the most appropriate service to meet specific needs, the Libraries should be informed of the nature of the disability and the resulting special needs as well as ways of meeting them.

### Libraries' Accessible Entrances and Suggested Routes for Users with Special Needs

### Jafet Library

Before heading to the library, users may contact the Reference Desk at Jafet Library by phone on extension 2620/1/9 or by email: jftref@aub.edu.lb.

Jafet Library is located behind College Hall—the first building after entering the campus from the Main Gate. Use ground level, main entrance. The ground level includes the Circulation Desk, the Research and Instruction Services Office, the Reference Desk, the Reference Reading Room, the Microfilm Reading Room, a Computer Lab, and several administrative offices. The ground level also includes two elevators: one that provides users with access to the Reserve Reading Room, Electronic Classroom, and the Restrooms and the other to the Library stacks, the Archives and Special Collections Department, and the Serials Department.
To get to Jafet Library from the Medical Gate, go in the direction of College Hall.

- Users who have difficulty getting materials from the Library stacks may request assistance at the Circulation Desk at Jafet Library, ext. 2618/19, or circulation@aub.edu.lb.

- Users with special needs can designate another person to borrow materials or order articles and books for them, by completing a Designated Borrower form online or at the Circulation Desk at Jafet Library, ext. 2618/19, or circulation@aub.edu.lb.

- Study desks are reserved in the Library for students with special needs. For more information, please contact the Reference Desk at Jafet Library, ext. 2620/1/9 or jftref@aub.edu.lb.

**Engineering & Architecture Library**

Before heading to the library, users may contact the Library by phone on extension 2630/3 or by email: englib@aub.edu.lb.

The Library is located on the fourth floor of the Raymond Ghosn Building (RGB) (lower campus). The Library includes the public services desk, the computer lab, and the reading rooms, as well as the book stacks.

To get to the Library:

- From the upper campus: take the back stairs of the Jafet Library Building (see directions above), pass the Bechtel Building, turn right to reach RGB. Go up one level using the stairs or the elevator.

- From Ain el Mreisseh (Corniche) side: enter through the Sea Gate (between Hostler Center and the Olayan School of Business), go straight and then turn left before the Bechtel Building, RGB will be on your left.
  **Note: the entrance of the building will be a setback for users with disabilities.**
  **However, this library is in a temporary location and our new location will be more accessible.**

Kindly note that for people who use wheelchairs, the best way to reach the Library is to take the road used by the campus bus; i.e., pass by the Physical Plant Facilities building and turn right, then turn left behind Dar Al-Handassah Shair and Partners Architecture Building, pass the Irani Oxy Engineering Complex and then get to RGB.

**Science & Agriculture Library**

Before heading to the library, users may contact the Library by phone on extension 2640/1 or by email: scilib@aub.edu.lb.

The Library is located on the second floor of the Agriculture Building (lower campus). The Library includes the public service desks at the entrance, in addition to the stacks area (for monographs and journals) and a reading area equipped with computers.

To get to the Library:

- From Upper Campus: Take the back stairs of the Jafet Library Building (see directions above), pass the Bechtel Building, go West passing the Hostler Center until you get to the Agriculture Building.
- From Ain el Mreisseh (Corniche) side: pass the International College's (IC) playground, enter through the Sea Gate (between IC and Hostler Center), go straight, the Agriculture Building will be on your left.

Kindly note that for people who use wheelchairs, the best way to reach the Library is to take the road used by the campus bus, i.e., pass the Physical Plant Facilities building then the Bechtel and Hostler buildings, reach the Faculty residence area and turn around the Nutrition Building to get to the Biology Department, use the elevator, pass through the long corridor, turn right, pass a shorter corridor and enter through the Library's main door. (NOTE that users with special needs will need assistance to pass through the door)

**Saab Medical Library (SML)**

Before heading to the library, users may contact the Library by phone on extension 2916/7/1 or by email: sml@aub.edu.lb.

SML is an Off-Campus facility located between the Campus and the AUBMC, and facing Issam Fares Hall.  It can easily be reached by users with disabilities.

SML includes:

- A Ground level that houses the public service information desk, the reading area and the computer lab that are easily accessible.
- A Mezzanine level that contains extra seating places. This level can only be reached by stairs, so it is recommended that users with special needs use the ground floor seating area instead.
- A Stacks section that holds the Library collection, also with some stairs. Users with special needs can ask for assistance from SML staff to bring them any needed item from the stacks.

**University Libraries' Future Plans:**

The University Libraries is aware of the need to improve services to users with disabilities and has drafted future plans which include the following**:**

- Have wheelchair-accessible workstations and workstations with screen magnification software (e.g., ZoomText) in every library.
- Acquire assistive technology equipment to be used for magnifying, scanning and reading, or scanning and translating print materials into Braille.
- Make the University Libraries' website available in text-only format for ease of use with screen reading software (e.g., Dragon Naturally Speaking, JAWS, Window Eyes).
- Ensure that the University Libraries focus on acquiring videos that are close-captioned.
- Provide one-on-one library instruction using assistive technology equipment.
- Provide wheelchair-accessible restrooms with power-assisted doors.
- Provide wheelchair-accessible entrances and ramps at every library.