Library Services for Persons with Disabilities

Michigan State University Libraries
lib.msu.edu

Updated November 2017
## Contents

Contact Info ......................................................................................................................... 3
Assistive Technology Center (ATC) ....................................................................................... 4
  Location ......................................................................................................................... 4
  Hours ............................................................................................................................. 4
Access & Security ............................................................................................................... 4
Equipment .......................................................................................................................... 4
ATC Computers for MSU Students, Faculty, and Staff with Disabilities ......................... 4
  Assistive Software ....................................................................................................... 4
  Productivity Software ................................................................................................. 5
ATC Computer for Community Users with Disabilities ..................................................... 5
ATC Computer for Community Users with Disabilities ..................................................... 5
Main Library Facility ........................................................................................................... 6
  Parking .......................................................................................................................... 6
  Building Entrance ....................................................................................................... 6
  Elevators ...................................................................................................................... 6
  Rest Rooms .................................................................................................................. 6
  Drinking Fountains ...................................................................................................... 6
Additional Services for Persons with Disabilities ............................................................... 7
  Assistive Listening Devices ....................................................................................... 7
  Book Retrieval ............................................................................................................. 7
  Lockers ........................................................................................................................ 7
  Motorized Cart .............................................................................................................. 8
  Shopping Carts ............................................................................................................. 8
  Reference Service ....................................................................................................... 8
  InterLibrary Loan ....................................................................................................... 8
  Document Remediation .............................................................................................. 9
  Hollander MakeCentral .............................................................................................. 9
  Map Library ................................................................................................................ 9
  Read Aloud Space ...................................................................................................... 9
  Quiet Study .................................................................................................................. 9
For Further Assistance ..................................................................................................... 10
Contact Info

If you need assistance in the Library, please notify a Library staff member at any public service desk. You may also email our staff at atc@mail.lib.msu.edu with any questions or to request an appointment. Or contact:

Emilia Marcyk
Library Liaison to Resource Center for Persons with Disabilities
Phone: 517.884.6455
E-mail: marcyk@msu.edu
Assistive Technology Center (ATC)

Location
The ATC is in room W-124 on the first floor of the Main Library.

Hours
The ATC is available the same hours that the Main Library building is open.

Access & Security
Please stop at the Patron Services Desk to have the ATC unlocked. Individuals with MSU IDs will be asked to present their MSU ID. PID (MSU ID number) and time of entrance to the ATC will be recorded.

Equipment
- TOPAZ® XL HD High-Definition Desktop Video Magnifier
- SARA Scanning & Reading Appliance
- Perkins Brailler

ATC Computers for MSU Students, Faculty, and Staff with Disabilities
Two PCs with a scanner are available for MSU Students, Faculty, and Staff.

Assistive Software
- Dragon 14.0
- Freedom Scientific JAWS 17.0
- FSReader 3.0 (Freedom Scientific FSReader 3.0)
- Kurzweil 1000 v.14
- Kurzweil 3000 v.14
- NVDA
- ZoomText 10.1
Productivity Software

- Adobe Acrobat X Pro
- Adobe Design and Web Premium CS6
- Google Chrome
- Internet Explorer
- Microsoft Office Excel – English 2016
- Microsoft Office Outlook – English 2016
- Microsoft Office PowerPoint – English 2016
- Microsoft Office Publisher – English 2016
- Microsoft Office Word – English 2016
- Mozilla Firefox
- Skype for Business – English 2016

ATC Computer for Community Users with Disabilities
This PC has NVDA screen reading software and magnifying capabilities, and provides access to U.S. federal government documents, the library catalog, and library databases. Community users can also use the video magnifier, SARA reader and Perkins Brailler.

Assistive Technology in the Branch Libraries
A CCTV magnifier (Aladdin Rainbow RB-1) is available in the Business Library.
Main Library Facility

Parking
Accessible parking is located on the east side of the Main Library, and in the faculty/staff parking lot at the South (back) entrance.

Building Entrance
Universal entry to the Main Library is provided at the South (back) entrance, with power-assisted doors. Power-assisted doors are also available at the North entrance.

Elevators
Elevators in both the East and West wings provide access to all floors of the Main Library. All elevators have Braille and tactile numbering and lettering both outside and inside each elevator.

Rest Rooms
Wheelchair accessible rest rooms are located on the First Floor West side, across from the Sparty’s, and on Fourth Floor West side, near the Fine Arts Library (after exiting the main elevator on 4 West, turn right and then right again).

Drinking Fountains
Wheelchair accessible drinking fountains are located on First Floor West side, across from the Sparty’s, and on 4 West by the back elevator.
Additional Services for Persons with Disabilities

Assistive Listening Devices
An assistive listening device is available for events or meetings taking place in the MSU Main Library Green Room. Please contact atc@mail.lib.msu.edu in advance of the event or meeting to ensure proper setup.

A Phonic Ear Easy Listener device is available for events, classes, or meetings taking place anywhere in the MSU Libraries. Please contact atc@mail.lib.msu.edu to reserve the assistive listening device.

Book Retrieval
Lists of material to be retrieved are arranged via email to atc@mail.lib.msu.edu. These materials will be held at the Patron Services Desk for pickup. Expected turnaround time is two business days.

Lockers
In the Main Library, lockers (for storage of personal belongings and checked-out library material) may be reserved by undergraduates for one semester, and graduate students for one year. One day lockers and padlocks are also available. Please ask at the Patron Services Desk or call 517.355.2333 for more info about lockers.
Motorized Cart
The Main Library has an Amigo motorized cart to help patrons move throughout the building. Please ask at the Patron Services Desk about checking out the motorized cart for the 2-hour borrowing period, or call 517.355.2333 for more information.

Shopping Carts
Small shopping carts are available for one-day use. Please ask at the Patron Services Desk to borrow a shopping cart, or call 517.355.2333 for more information.

Reference Service
Reference help, including assistance using reference materials, the library catalog, and library databases is available at the Main Library Reference Desk, by email or chat using Ask A Librarian (http://library.msu.edu/contact/askalib), or by phone at 1.800.500.1554.

A motorized adjustable table is available at the Selected Resources computers in the Main Library, First Floor East. These computers provide access to U.S. federal government documents, the library catalog, and library electronic resources.

InterLibrary Loan
InterLibrary Services (http://library.msu.edu/howto/ilsrequests) will get copies of articles, books or other materials not available at the MSU Libraries for MSU students, faculty, and staff at no charge.

Interlibrary Services can also scan chapters or journal articles from items the MSU Libraries hold in print. Accessible PDFs are available upon request. See http://www.lib.msu.edu/mars/
Please contact the Michigan Braille & Talking Book Library (1.800.992.9012) to receive Braille and audiobooks from the National Library Service for the Blind & Physically Handicapped.

Document Remediation
User who encounter inaccessible materials through any library-provided databases can request remediation services by emailing libraryremediation@mail.lib.msu.edu/. More information at http://www.lib.msu.edu/general/access-remediation/

Hollander MakeCentral
Assistance with copying, scanning, or printing is available as staffing allows at the Main Library MakeCentral (on 2 West) at the current price. Without extra charge, material can be left at the MakeCentral for the staff to copy.

Map Library
The Map Library, located in the Main Library on 3 West, has a collection of several dozen tactile maps—primarily state maps and world continents. For assistance, ask at the Map Library Desk.

Read Aloud Space
In the Main Library, you may use the Assistive Technology Center, group study rooms, or the Collaborative Technology Labs. Reserve a Collaborative Technology Lab at: http://library.msu.edu/computer/ctlabs.

Quiet Study
The entire East wing of the Main Library is designated as quiet study space.
For Further Assistance

If you need assistance in the Library, please notify a Library staff member at any public service desk. You may also email our staff at atc@mail.lib.msu.edu with any questions or to request an appointment. Or contact:

EMILIA MARCYK
Library Liaison to Resource Center for Persons with Disabilities

Phone: 517.884.6455 · Email: marcyk@msu.edu