

Online services

You can check the University library catalogue, reserve books and renew your loans online without having to be on campus. The library catalogue can be viewed at:

<http://library.cardiff.ac.uk>.

Cardiff Portal is a secure gateway to your web-based University services, accessible from anywhere and at any time. You can access your email and calendar through Cardiff Portal, as well as your personal and shared file space, electronic journals and databases, the University's Virtual Learning Environment and library catalogue. Go to:

<http://portal.cardiff.ac.uk>

and enter your network username and password.

Alternative formats

We can provide Information Services material in a range of alternative formats, including large print, on coloured paper, in audio format, and in Braille. Please contact your library if you would like to receive documents in a particular format.

Where to go for help

Each library and Information Services location, including the insrvConnect Service Desk at 40 – 41 Park Place, has a disability contact who can give immediate help and guidance.

The main disability representative for Information Services is Vicky Stallard at the Arts and Social Studies Library.

You can contact Vicky by email:

StallardV@cardiff.ac.uk

or telephone **029 2087 4818**

or in person at the Arts and Social Studies Library.

For further details on Information Services for disabled users, please visit the website at:

www.cardiff.ac.uk/insrv/fordisabledusers

Information Services for disabled users

Find out how Information Services helps disabled members of Cardiff University to benefit fully from our facilities in their studies and research.



This guide is also available in alternative formats.

Information Services is committed to comprehensive equality of opportunity for all users of our services and facilities.

We do this by providing:

- Appropriate IT facilities, including assistive software and equipment
- Assistance with using libraries and accessing materials
- Material in alternative formats

If you have a temporary or permanent disability, please contact Information Services staff as soon as possible, so that we can work with you to ensure that we provide the best possible services to meet your requirements.

Please contact staff in your local library if you would like to discuss in confidence any assistance we can give to help your studies and research.

You can read more about how Information Services supports disabled users online at: www.cardiff.ac.uk/insrv/fordisabledusers



IT facilities for disabled users

Specialist software and equipment is located in the University's libraries and some IT rooms to assist disabled users.

Please note that priority use on computers with assistive equipment will always be given to users with a disability, and an IT support assistant will usually be on hand to give advice and guidance.

The assistive software available to our users includes:

- Text to speech software (TextHelp and Kurzweil)
- Screen reader software (Supernova and JAWS)
- Screen magnification software (Supernova and Zoomtext)
- Mindmapping software (Inspiration and MindGenius)
- Punctuation exercises (Punctuate)

The assistive equipment includes:

- Specialist keyboards
- Ergonomic mice
- Portable magnifiers
- Wrist and foot rests
- Height-adjustable desks and ergonomic chairs

Please contact a member of library staff or an IT support assistant for advice on using the assistive software and equipment. Please visit the Information Services website for further information on assistive technologies.

Assistance in using your library

Staff in all our libraries are on hand to provide help and advice on using the library's services, in particular:

- Enabling extended loan periods for disabled users (disabled students should register with Student Support to benefit from this service)
- Assisting with finding and fetching books
- Arranging home delivery of library materials
- Catalogue searching
- Advising on using databases and information resources

If you have difficulty in visiting a University library, you can authorise a friend or relative to collect books on your behalf. Please contact your library for more details.

Staff in any library or in the Graphics Services section can assist with using the photocopying and printing facilities in the libraries and IT rooms.

