

The University of Florida's libraries provide a number of special services to ensure access to library collections and services for individuals with physical disabilities.

- Register at the Circulation Desk at Library West, Marston Science Library, the Health Science Center Library, or the Legal Information Center to take advantage of these services.
- It is library policy to respond to requests for assistance and to provide equipment needed in a timely manner. *If what you need is not available, please ask at the circulation desk in any library.*

### Electronic Library Access

- Many UF Libraries' resources and services are available electronically outside the libraries. For more information, consult the UF Libraries' Home Page which is available 7 days per week, 24 hours per day anywhere there is access to the Internet.

<http://www.uflib.ufl.edu>

### Borrowing

- **Proxy Borrower Authorization:** Apply at Library West Circulation Desk for a Proxy Borrower privilege. This authorizes another individual to serve as a proxy and check out library material on behalf of a user with disabilities.
- **Non-Circulating Materials:** Arrange for a special short-term loan to use non-circulating materials with equipment at the Disability Resources Center, 001 Reid Hall.

### Reference Services

- All library reference desks provide assistance in locating and using library resources. Limited reference service is available by telephone.
- In-depth research consultation and database searches are available on request in some libraries or by scheduled appointment in others.
- Submit reference questions via electronic mail or interactive chat by clicking "Ask a Librarian" on the UF Libraries' Home Page and then selecting the desired service.
- Handouts explaining how to use resources are available in most libraries and through the UF Libraries' Home Page.

### Retrieval Services

- Materials with a "storage" location in the Library Catalog are housed off campus. To request them, go to the library catalog from the UF Libraries' Home Page and sign in, then search for the items needed. If a "request" button appears in the catalog record, click on it and follow the instructions. If it does not appear, click on the "Online Requests" tab and complete the form. Materials will be delivered to the Library West Circulation Desk for pick up within 24 hours.
- Registered disabled users may request that a specific item be retrieved by phoning the appropriate circulation desk. Generally, available items will be retrieved within two hours and held for pickup by the user or his/her proxy at the relevant circulation desk. More time may be required for retrieval during evening and weekends because fewer staff are available. Please call before coming to the library to verify that the item is available.

## **Renewal**

- Renew items you have checked out by going to the UF Libraries' Catalog on the “your account” link.
- Enter your UF number from your Gator 1 card or your 14 digit library number. For verification, enter the month and date of your birth (0804 for August 4). Set the university pulldown to UF.
- On the next screen, choose the link for “loans.”
- You will see a list of things that you have checked out. At this point, you can select the “renew all” button at the top of the list or renew items individually by clicking on the number in front of each. Then click on the “renew” link on the next page that you see.

## **Photocopy Assistance**

- Library photocopiers are self-service and use a copy card (purchased from a vending machine in a library) to make copies.
- Staff will make copies if materials are brought to the circulation desk along with a copy card that has sufficient value to make the copies. Cash will not be accepted. Copies will be made as soon as possible, depending on staff availability, and generally will require no more than two hours for 20 pages or fewer. While care will be taken to make good copies, the Libraries will not accept responsibility for any bad copies. The library reserves the right to refuse requests that would take an unreasonable amount of staff time to accomplish or which would, in the opinion of staff, be in violation of United States copyright law.

## **Large Type Printing**

- Upon request, library staff will print this and other handouts in large type for individuals with print-related disabilities.

## **Access Equipment**

- All campus libraries have computers accessible to persons in wheelchairs.
- Library West group studies 335 and 336 have special accessibility hardware and software. They may be reserved at the third floor Research Assistance Desk.
- Fonts may be enlarged on library workstations by clicking "text size", then “increase” under *View* on the toolbar.
- Contact the Disability Resources Center at 392-8565 for additional help.

## **Further Assistance**

- Library general assistance: [carturn@uflib.ufl.edu](mailto:carturn@uflib.ufl.edu)
- Library web questions: [lib-webmaster@uflib.ufl.edu](mailto:lib-webmaster@uflib.ufl.edu)
- Campus general assistance: [accessuf@dso.ufl.edu](mailto:accessuf@dso.ufl.edu)
- Library reference assistance: <http://web.uflib.ufl.edu/refq.html>
- UF Americans with Disabilities Act Compliance Office: <http://www.ada.ufl.edu>
- UF Disability Resources Center: <http://www.dso.ufl.edu/drc>
- TDD: 1-800-995-8771 or dial 711 and ask for any library phone number listed at <http://www.uflib.ufl.edu/allphon.html>)