QUT Library Collection Development Manual

3. Practices

3.1. General

3.1.6 Accessibility of Information Resources

<table>
<thead>
<tr>
<th>Identification Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUT Library Collection Development Manual</td>
</tr>
<tr>
<td>3.1.6 Accessibility of Information Resources</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Associate Director, Library Services (Information Resources and Research Support)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Authority</td>
<td>Library Leadership Team</td>
</tr>
<tr>
<td>Approval Date</td>
<td>23 December 2013</td>
</tr>
<tr>
<td>Date of Next Review</td>
<td>22 December 2016</td>
</tr>
</tbody>
</table>

Policy Statement

1. Principles

2. Services for Accessing Electronic Information Resources
   2.1. Databases, electronic journals, electronic books and other resources
   2.2. Course Materials Database
   2.3. Adaptive Technology Equipment

3. Services for Accessing Print and Audio-Visual Materials
   3.1. Retrieval
   3.2. Adaptive Technology Equipment
   3.3. Alternative Formatting
   3.4. Audio-Visual Materials

3.1.6 Accessibility of Information Resources

1. Principles

QUT Library is committed to providing access to its collections in compliance with the QUT Disability Services Policy, and QUT’s legislative obligations. The Library responds in a timely manner to requests for disability-related accommodations when information resources available via the Library are not accessible to a student or staff member with a disability.

2. Services for Accessing Electronic Information Resources

2.1. Databases, electronic journals, electronic books and other resources

QUT Library selects and implements online information resources giving consideration to the needs of students with disabilities.
Where required, additional arrangements will be made to provide particular resources in a format to suit the student. Library clients requiring assistance to access online information resources should contact the Library HelpDesk.

2.2. Course Materials Database

For units undertaken by students with a visual impairment, the Library provides a text version of Course Materials Database readings to facilitate ease of use with screen reading software.

2.3. Adaptive Technology Equipment

Adaptive Technology Labs are located in the Gardens Point and Kelvin Grove Campus Libraries and are equipped with specialised computing equipment enabling students with a disability to independently access the various electronic media. Location details for the Adaptive Technology Labs are available from the Library website.

Library clients requiring assistance to access this service should contact Disability Services.

3. Services for Accessing Print and Audio-Visual Materials

3.1. Retrieval

Library staff are available to retrieve library materials for clients with disabilities. Library clients requiring assistance with retrieval should contact the Library Learning and Research Desk.

3.2. Adaptive Technology Equipment

Equipment is available to adapt print materials to a format to suit the student. Location details for the Adaptive Technology Labs are available from the Library website.

Library clients requiring assistance to access this service should contact Disability Services.

3.3. Alternative Formatting

Where required, Disability Services will arrange for required reading textbooks to be supplied in a format to suit the student.

Library clients requiring assistance to access this service should contact Disability Services.

3.4. Audio-Visual Materials

Where possible, QUT Library selects online video resources which include transcripts of the audio portion of the program.

Library Clients requiring further assistance should contact Disability Services.
## Modification History

<table>
<thead>
<tr>
<th>Date</th>
<th>Sections</th>
<th>Source</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 June 2010</td>
<td>All</td>
<td>IRC</td>
<td>New guideline endorsed</td>
</tr>
<tr>
<td>28 September 2010</td>
<td>All</td>
<td>LLT</td>
<td>Approval</td>
</tr>
<tr>
<td>6 December 2012</td>
<td>Formatting update</td>
<td>PA to Associate Directors, Library Services</td>
<td>Format overhaul in accordance with new Library look and feel</td>
</tr>
<tr>
<td>4 November 2013</td>
<td>All</td>
<td>Library Resource Services Manager via IRC</td>
<td>General update</td>
</tr>
<tr>
<td>20 December 2013</td>
<td>All</td>
<td>IRC</td>
<td>Endorsed</td>
</tr>
<tr>
<td>23 December 2013</td>
<td>All</td>
<td>DLS (Acting)</td>
<td>Executive approval</td>
</tr>
</tbody>
</table>