

## Information for Support Workers

This is a brief guide to facilities and services available in the Library to help you assist your student in their studies. Students can make an appointment with their Information specialist for further advice and support.

Full details of services can be found on the Library Guide <http://plymouth.libguides.com/adlib>

### Access to the library

You will need to show your ID and sign in as a Visitor for each visit. Alternatively, you can apply for Reference Membership – see below. The Library is open 24/7 but visitor access is limited to 07:00 – 22:00.

### Reference Membership Scheme

Student support workers can apply for an associate reference membership card allowing access through the library entrance barriers. This will mean you don't need to sign in each time you come in with a student. You will need to provide documentary evidence of your contract/a letter from your student confirming your employment, including any end date. An application form with full details of the scheme is available to download from the website <https://www.plymouth.ac.uk/student-life/your-studies/library/visitors>

### NO borrowing rights

You are not entitled to a library account as the student you are supporting should use their own library account to borrow the books they need. Students can use a [Proxy Form](#) to authorise you to borrow on their behalf.

### Assistive Software

Available on all campus computers

- **MindView** is a mind mapping programme that is intuitive to use and can help you plan essays, presentations, and organise your notes etc. Mind maps can be exported into PowerPoint or Word documents.
- **TEXTHelp Read&Write** will read aloud webpages, course notes and other documents, and will read as you type. It can scan documents and save them as Word files or PDFs. It also includes a sophisticated spell checker that distinguishes homonyms etc. Users should provide their own headphones.
- **Sonocent AudioNotetaker** captures lectures as editable recordings, with speech-visualisation technology allowing you to view the entire recording and access highlighted key moments with one click.

## Equipment for loan

A range of equipment can be borrowed by all registered disabled students. This includes digital voice recorders and library use laptops installed with assistive software. Please enquire at the Information Desk for availability.

## Alternative Formats Service

PDFs of core text books can be obtained from publishers for students with a visual impairment, mobility or learning difficulty that means they are unable to access print books. These are subject to availability and eligibility criteria apply. There is also a range of equipment available in the library for users to produce their own alternative format material.

### Alternative Formats equipment and software:

- **Braille Embosser:** can be used to produce short text documents in Braille. Ask at the Information Desk.
- **Video magnifier:** 2 video magnifiers are situated on Level 1. These enable visually impaired users to view printed text to a high magnification, ranging from monochrome to colour with user preferences for contrast levels and colour choices for background text.
- **ABBYY FineReader OCR software** is installed on two PCs. Scan your document using our specialist A3 scanner and convert the files into editable and searchable electronic files, compatible with screen reading software such as TextHelp Read&Write.

Anyone can use this equipment to produce their own alternative format material. Make an appointment by emailing [libraryandITenquiries@plymouth.ac.uk](mailto:libraryandITenquiries@plymouth.ac.uk) if you need any assistance.

## Equipped Study Rooms

Study rooms in the library equipped with PCs can be pre-booked by the student.

## Information Specialists

- Can give 1:1 help to access library resources plus give subject specialist advice.
- Will liaise with course tutors to establish what adjustments can be made for the student during taught sessions.
- Can advise on effective search strategies for relevant study material.

Email: [informationspecialists@plymouth.ac.uk](mailto:informationspecialists@plymouth.ac.uk) for an appointment.

## Contact us:

Information Desk, Level 1, Charles Seale Hayne Library Telephone: 01752 588588 Email: [libraryandITenquiries@plymouth.ac.uk](mailto:libraryandITenquiries@plymouth.ac.uk)

Comments and Feedback: [libraryandITfeedback@plymouth.ac.uk](mailto:libraryandITfeedback@plymouth.ac.uk)