Sault College Library
Accessibility Policy

The Sault College Library is committed to providing students and staff with equitable access to all its collections and services. Anyone with individual needs is encouraged to ask for assistance from Library staff.

Physical Access:
• The library is equipped with an appropriate ramp and elevator that permit access to all levels of the library. The elevator requires a key and is located in the staff workroom. Please ask staff for assistance.
• Countertops are at desk height at the Circulation/Service desk.
• Two computer workstations are equipped with height adjustable keyboard trays to enhance accessibility.
• Library staff are available to assist patrons who require assistance photocopying or are unable to physically retrieve items from the collection.
• Guide animals are welcome.
• Within the limitations of the existing library facility, the Library will strive to ensure that facilities are accessible. Problem areas in the facility will be identified, tracked, and resolved as resources permit.

Alternative Formats/Borrowing Periods
• Extended borrowing periods may be available for certain materials. Requests for extended borrowing periods may be directed to Library staff.
• Thousands of journals and eBooks that can be used with assistive technology are available electronically via the library website.
• Read & Write Gold and Inspiration software are currently available on the library workstations.
• Additional information and assistance with alternative formats and assistive technology, including Kurzweil, is available through the Disability Services Office in Student Services (E1101).

Staff Assistance
• Library staff are available to assist patrons who require assistance photocopying or are unable to retrieve items from the collection. Requests for assistance should be directed to the Circulation Desk.

Confidentiality
• Information provided will be treated as confidential as per the library’s privacy policy.