

Library Disability Services Policy

Library Services

The Library Staff is available to assist all students in taking advantage of existing library services, listed on our website at <http://library.csupueblo.edu/services/index.html>. For information regarding the Library's resources for students with disabilities, please contact Rhonda Gonzales at (719) 549-2315 or by email at rhonda.gonzales@colostate-pueblo.edu. The Dean's Office will coordinate assigning the appropriate librarian to work with each student based on the course(s) the student is taking.

Services include:

- Providing Print and Electronic Course Reserve materials
- Obtaining items not in the Library's collections via Interlibrary Loan or other methods.¹
- Research Consultations
- Assistance locating library owned materials (and physically retrieving them if necessary)
- Assisting patrons to use adaptive technology
- ADA compliant spaces and furnishings

Library Collections

The Library's acquisition policy, <http://library.csupueblo.edu/sitedocs/acquisitions.pdf>, specifies that periodicals will be obtained in electronic format whenever possible. In addition, the Library purchases digital collections of reference books, primary source materials, and e-books that support the University's curricula. Whenever possible, the library will work with vendors to ensure that digital resources are available in accessible formats.

Alternate formats of materials such as audio, large-print, or Braille versions of books may be available via Interlibrary Loan. If a reasonable alternate format of a particular book is not available and no other substitute may be identified, library staff will attempt to assist students registered with the Disability Resource Office to locate accessible electronic files for the resource in question.

Some electronic files may be unavailable in accessible formats. In this case, the Library will assist students to obtain resources in accessible formats. The *accessible* formats provided to a student may or may not be his/her *preferred* formats.²

The Library requires four to six weeks' notice to provide resources in accessible formats. Students registered with the Disability Resource Office are encouraged to contact the Library with resource requests prior to the start of each semester or as soon as resource needs are identified.

¹ The Library cannot guarantee that it will be able to provide all requested titles, in which case the assigned librarian will assist the student to identify other suitable titles.

² This statement applies to all patrons. For example, a patron may prefer a book in print, but the book may only be available in an e-book format. The patron is free to choose to accept or refuse the e-book.

Adaptive Technology

The Library currently has one computer workstation that includes JAWS 10 software for reading text and tagged documents. This workstation is located on the 2nd floor of the Library near the Research Help Desk; desk staff can provide support using this software. JAWS, like all other audio applications, must be used with headphones.

The Library also offers a workstation in one of the Multimedia Labs on the 1st floor that is equipped with a scanner and ABBYY FineReader, which is an OCR, document-conversion software, which produces JAWS-readable documents. Library staff members are available to assist patrons who wish to use this software.

Adjustable height study tables are available on each floor.

Disability Resource Office

Additional services may be available to students registered with the Disability Resource Office. For more information, contact the Disability Resource Coordinator, at 719.549.2663 or by email at DRO@csupueblo.edu. The Disability Resources Office, LARC 169, is open Monday through Friday from 8 to 5.