

Accessibility Service Policy

Introduction

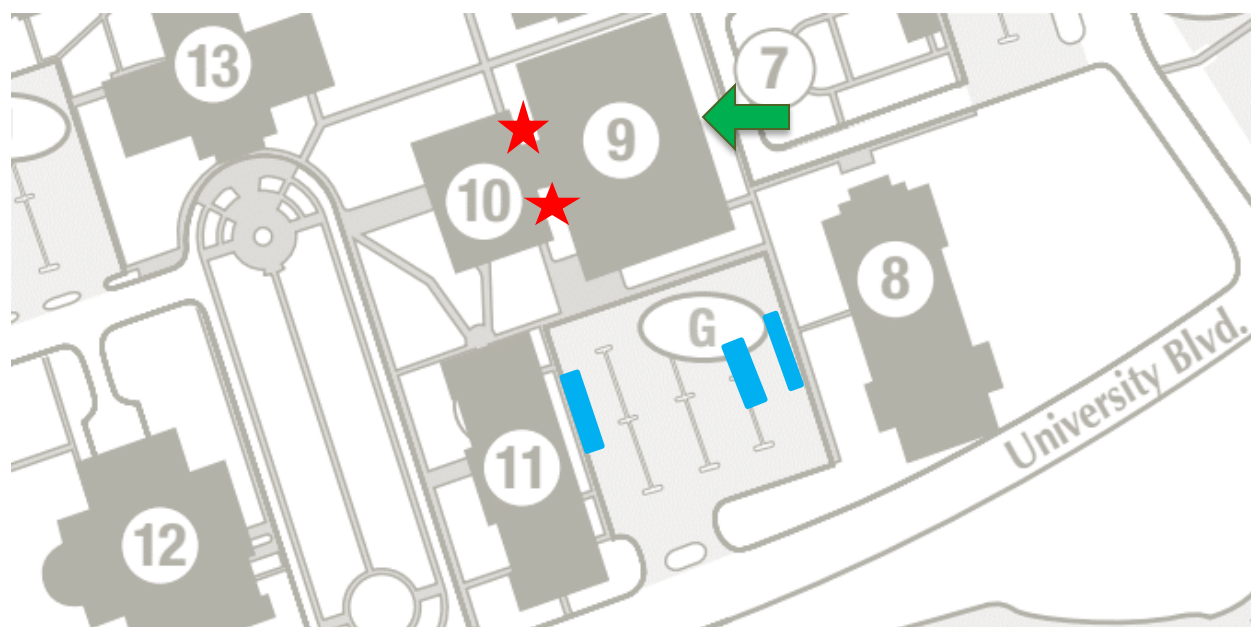
The faculty and staff of Kimbel Library and Bryan Information Commons strive to provide all students, faculty, staff and community patrons with equitable access to information for their research needs. The goal of our faculty and staff is to provide services that encourage the use of our facility and collections.

Patrons with disabilities shall have access to Kimbel Library and Bryan Information Commons' resources and services comparable to that which is extended to all other patrons.

Accessibility

Parking

Accessible parking for Kimbel Library is available in the "G" parking lot on the southeastern end of the building between Wheelwright Auditorium and Kearns Hall, as well as the opposite side the same parking lot adjacent to the entrance of the Bryan Information Commons and Kearns Hall (see blue rectangles below).



Please consult [Traffic and Parking Rules and Regulations](#) for further information regarding parking.

Building Entrance

The two main entrances to the Kimbel Library and Bryan Information Commons (see red stars in above map) have automatic sliding doors with motion detection. No action is required by the patron entering to activate these doors.

The exterior door to the coffee shop (see green arrow in above map) has a button that may be pushed to open automatically.

An elevator is available in both the Kimbel Library as well as the Bryan Information Commons to provide wheelchair access to the second floor. Study rooms, main stacks, media collection and Library Instruction Rooms are all wheelchair accessible. Accessible restrooms are available on both floors of both the Kimbel Library and Bryan Information Commons.

Web Design

Web page design follows the standards established by [Section 508 of the Rehabilitation Act](#) to insure accessibility for individuals with disabilities. These federal standards can be viewed by clicking [here](#).

Services

The Kimbel Library recognizes that special assistance is needed by some patrons to independently utilize the collection and resources. The library staff will make reasonable accommodations to equalize services at the time of request; however, we may require advance notice to make full use of some of the resources.

Reference Services and Adaptive Technology

The reference librarians of Kimbel Library provide assistance to patrons in identifying and locating materials and information. Reference service includes instruction on the use of materials and assistance with research. Librarians provide services while on duty at the Bolton Help Desk and Reference Consultation Room (235). Access Services staff has been trained to provide assistance at times when reference librarians may not be available. Please use the [Ask the Library](#) service to request reference consultation appointments.

[Library instruction](#) can be adapted to accommodate students who need adaptive assistance. Please ask your instructor to share any requested accommodations with the library instructor in advance of the scheduled library instruction sessions to assist in planning. Please call 843-349-2414 for more information about reference and instruction assistance.

Coastal Carolina University owns assistive and adaptive technology for patron use. Patrons will find the Merlin LCD video magnifier on the first floor of the Kimbel Library. There is also a visually enhanced and wheelchair accessible desktop computer across from the Circulation Desk adjacent to the public printers. The Kimbel Library features a Universal Access Workstation with specialized assistive and adaptive technology. Please see staff for assistance in locating or using any of this equipment.

Access Services

The Access Services staff recognizes that special assistance is sometimes required to retrieve materials. Depending on the number of staff working at a given time, a request may be fulfilled immediately. If a limited number of staff is working, materials will be paged at the earliest possible time and the patron notified when the items are ready for pick-up.

Emergency Evacuations

From time to time occupants of the Kimbel Library and Bryan Information Commons may need to relocate, shelter in place or evacuate. The Library has assisted evacuation plans that include areas of refuge and use of elevators for non-fire emergencies. Access Services Staff and Public Safety will give directions and coordinate assisted evacuation as needed.

Photocopy and Scan to Email

A self-service copier is available all hours that the library is open. If assistance is needed, any staff member or student assistant is more than willing to provide instruction. This copier has the scan-to-email feature which is free of charge. Please note the photocopier accepts cash only.

Copier Location	Service	Image Type	Cost
Bryan Information Commons	Photocopy	Black & White	10¢/page Cash only. Accepts \$1, \$5, Nickels, Dimes & Quarters only, no change available.
	Scan to Email	Black & White, Grayscale and Color	Free

Printing

Public printing is available from all Library computers. Print jobs may be sent to the Pharos Print Release stations located throughout the Library.

All black & white prints are 5¢ and all color prints are 35¢. Please note the location and availability below:

Building	Location	Type	Payment type accepted
Kimbel Library 1st Floor	Across from the Circulation Desk	<ul style="list-style-type: none"> Black & White Color 	Cash & CINO Cash
Kimbel Library 2nd Floor	Beside room 201	<ul style="list-style-type: none"> Black & White only 	CINO Cash <u>only</u>
Bryan Information Commons 1st Floor	Adjacent to the Bolton Help Desk	<ul style="list-style-type: none"> Black & White Color 	Cash & CINO Cash
Bryan Information Commons 2nd Floor	Front side of common area	<ul style="list-style-type: none"> Black & White only 	CINO Cash <u>only</u>

For more information please contact the Access Services department by calling 843-349-2400 or emailing access@coastal.edu.