

STATE LIBRARY OF WESTERN AUSTRALIA
GUIDELINES FOR USE OF THE SPECIAL ACCESS COMPUTERS IN THE
STATE LIBRARY

1. Purpose

The purpose of this guideline is to provide clear information to State Library of Western Australia (SLWA) staff and clients about:

- the purpose of the Special Access Computers and how are they different to the other bookable computers;
- who can use the Special Access Computers and under what circumstances.

2. Context

The State Library's Disability Access and Inclusion Plan states that:

The State Library has a strong commitment to ensuring that people with special needs can access the State Library and the collections and services.

And that,

People with disabilities have the same opportunities as other people to access the State Library and its facilities.

The Australian Library and Information Association's (ALIA) "*Guidelines on library standards for people with disabilities*" states there is "no single definition appropriate to all people with disabilities". SLWA accepts that Special Access Computers are for those with special needs, not specifically those with a disability, and that these needs can sometimes be due to other circumstances such as age or short term injury. This is also stated in the ALIA Guidelines: "Alterations made with people with disabilities in mind, e.g. large-print screens, ramps, sound amplification, will often benefit a wide range of people not classified as people with disabilities: the elderly, parents with small children, people temporarily ill or injured and people with common vision impairments."

To ensure equal access to services for people with special needs, SLWA currently provides one Special Access Computer on each of the following levels:

- Ground level (computer: G-51);
- First level (computer: 1-14); and
- Second level (computer: 2-9).

Computer G-51 has a large screen, trackball mouse, large keyboard for people with vision impairment, and an adjustable desk suitable for wheelchair access;

Computers 1-14 and 2-9 have adjustable desks suitable for wheelchair access.

In this document:

- **Bookable Computers** refers to the one hour booking computers in the Ground level Discovery Lounge, and on the first, second and third floors.
- **Special Access Computers** refers to bookable computers with specific modifications to make them more accessible for people with special needs. Currently, these are computers: G-51, 1-14 & 2-9.

3. Guideline Statement

- (i) All clients must present their *My Library Card* to a staff member when asking for assistance to book a computer.
- (ii) Special Access Computers can only be booked by staff on behalf of the client.
- (iii) Special Access Computer G-51 will be reserved for clients expressing a need for a trackball mouse, large keyboard, a large screen, and or an adjustable desk.
- (iv) Special Access Computers 1-14 and 2-9 will be reserved for clients expressing a need for an adjustable desk to accommodate a wheelchair. Computer G-51 will only be available for clients who require an adjustable desk if computer 1-14 and 2-9 are not available.
- (v) SLWA staff will not ask a client to prove or identify their disability, nor prove their need for a Special Access Computer. Identifying a need to use a Special Access Computer is sufficient evidence to use one.
- (vi) The Special Access Computers are for those who identify a need for an adjustable desk, trackball mouse, large screen or large keyboard. If clients cannot identify any of these as special needs then they should be directed to the bookable computers.

4. Documentation

Nil

5. Responsibilities

Manager: Client Services

6. References

[State Library of Western Australia Disability Access and Inclusion Plan 2013-2017](#)

[Australian Library and Information Association Guidelines on library standards for people with disabilities](#)

7. Authorisation and Review

Approved by	Director: Client Services on 21/03/2014
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