**EWU Libraries Assistive Technology Resources Guidelines**

**Goal:** The EWU Libraries strives to make the library a welcoming place for patrons with disabilities. To support this goal, the library has created space and provides equipment to accommodate patrons with disabilities so they can successfully complete their academic work.

**Facilities Available in the EWU Libraries**

**Assistive Technology Room (JFK Library, Room M03):** The primary purpose of the Assistive Technology Room is to serve current EWU students, faculty and staff who require assistive technology software, hardware or furniture accommodation. The following guidelines will be applied to this space:

- **The Assistive Technology Room is available on a first come, first served basis.** If the room is empty, and there are no reservations for the space at that time (see the next bullet point below), then it can be used by patrons who require assistive technology software, hardware or furniture.

- **Reservations can only be made for the Assistive Technology Room by current EWU students, faculty & staff with a valid EWU I.D.** Reservations can be done at the JFK Library Circulation Desk for a two hour time period. There is the possibility of one renewal of the reservation (an additional two hours) if no one else is waiting to use the room. If the room is currently being used by a patron (i.e. someone walks in & sits down), then reservations must be made with at least 1 hour advance notice. Reservations will not be accepted on a recurring basis (i.e. every week) or farther out than the current quarter. Patrons more than 10 minutes late in checking out the room lose their reservation.

- **Current EWU students, faculty or staff have priority use of the Assistive Technology Room and can bump community users off that equipment.** Reservation procedures apply (see bullet point above). EWU patrons should seek assistance at the Circulation Desk if this room is already in use. If circulation staff members are unavailable, than assistance can be provided by Reference Desk staff.

- All other applicable library policies, such as those regulating conduct and food/beverage/tobacco use, will apply to the Assistive Technology Room.

- For a full listing of software & other resources available in the Assistive Technology Room, then please see our [Assistive Technology Resources Guide](#) for more details and links to tutorials.
Community Access to Assistive Technology in the EWU Libraries

To support university initiatives to build relations with the community, the EWU Libraries strives to give community patrons access to assistive technologies software.

- All open-access (i.e. non log-in) computers in the JFK Library have the same accessibility software loaded on them. The Riverpoint Library in Spokane also has standard accessibility software that can be used by patrons. For a full listing of assistive resources available in the EWU Libraries, then please see our Assistive Technology Resources Guide for more details and links to tutorials.
- Patrons should bring in any equipment they need to use the software on EWU computers. Examples would be flash drives to save work or headphones if the patron intends on using software that would read text out loud (so the noise doesn’t disturb other patrons).
- The EWU Libraries also has plans to create Enhanced Assistive Technology Workstations that can be used by all patrons. More details about this project are contained within this document and are subject to funding.

Future Plans to Expand Assistive Technology in the EWU Libraries

Enhanced Assistive Technology Workstations: The EWU Libraries would like to create Enhanced Assistive Technology Workstations that have assistive technology software, hardware and specialized furniture for all patrons to use. The goal is to have one of these specialized workstations on each floor of the JFK Library, as well as to increase resources available at the Riverpoint Campus Library. However, these plans will be dependent on whether funding can be found. If these spaces are created, then the following guidelines will apply to them:

- **The Enhanced Assistive Technology Workstations are available on a first come, first served basis.**
- **Current EWU students, faculty or staff have priority use of the Enhanced Assistive Technology Workstations and can bump community users off that equipment.** A valid EWU I.D. is required to do so. EWU patrons should seek assistance at the Circulation Desk if all workstations are in use. If circulation staff members are unavailable, than assistance can be provided by the Reference Desk.
- Community patrons who require assistive technology accommodation can access these workstations via a guest username & password obtained from the Circulation Desk.
- Patrons who use software that could be noisy (i.e. a software that would read text out loud), should bring in their own headphones to use on the library’s workstations so as not to disturb other patrons.

To find out more information, see the EWU Libraries Assistive Technology Resources Guide. To make reservations, or ask questions, please call our Circulation Department (509-359-7888).