# New College Library

This is an overview of accessibility at New College Library intended for users visiting the Funk Reading Room to consult Heritage Collections.

**Please note that, due to ongoing work on the Fire Risk Assessment for this building, users who cannot self-evacuate using the stairs should not access New College Library at this time. In these instances, alternative access arrangements can be made. Please find further information below.**

## Entrance:

New College Library is situated in the New College Quad. Please note the Quad is located on a steep, busy, cobbled road. The library is located on the far-left hand side of the Quad (behind the statue of John Knox). The door can be opened via the access post, which is to the left of the door and circa 1.5 metres away from the building. If you have a University of Edinburgh card, you can swipe in during opening hours. If you are not a member of the University or a reference reader, press the intercom button to speak with a member of the Helpdesk team.

## Accessible toilets:

There is one accessible toilet (left hand side transfer) in New College Library which is located on the right of the Main Entrance.

## Lift access – Entrance to Library Hall:

Lift access to Library Hall is via a platform lift. Please follow the corridor forward from the Main Entrance towards the Sanctuary, and through the power-assisted door to reach the lift. The lift requires the user to open the door manually and hold the button down for the duration of the journey. The lift doors are not power-assisted and are 90cm wide. If you require assistance, please phone the Helpdesk on 0131 650 8957.

The lift exits on the right-hand side of Library Hall. Please go through the door and approach the Helpdesk, which will be on your left.

## Stair access – Entrance to Library Hall:

The staircase to Library Hall consists of 29 stone steps, in a wide spiral. The door at the top is operated via card swipe access if you are a University of Edinburgh member. If not, please use the intercom to speak to staff who will let you in.

## Helpdesk facilities:

* The helpdesk has an induction loop installed.
* A library trolley can be borrowed if you find it difficult to carry books.
* All library documents are available in alternative formats upon request.
* Extended borrowing (of General Collections) is available for disabled students and is arranged via the Disability and Learning Support Service.
* Books can be sent to the Main Library if this location is more accessible for you.
* Induction tours can also be arranged.
* Staff will be happy to assist you where practical in any way: such as finding and collecting books for you.

## Lift access – Library Hall to Funk Reading Room:

The lift to the Funk Reading Room is located through a door at the back of Library Hall on the left-hand side. This door is not power assisted and is 90cm wide. The lift can only be operated with a staff card, so please inform staff at the Helpdesk if you wish to use the lift and they will call a member of Heritage Collections staff to accompany you. Entry to and from the lift are not via the same door. The entrance is 90cm wide and the exit, which is perpendicular to the entrance, is 87cm wide.

Upon exit of the lift on the second floor, there is a heavy door immediately in front (90cm wide), which is not power-assisted. Please ask the staff member accompanying you if you need assistance. There is not space to exit the lift before approaching this door.

## Stair access – Library Hall to Funk Reading Room:

The staircase leading to the Funk Reading Room is on the left-hand side of Library Hall (facing away from the entrance). It is steep and spiral and consists of 15 steps (upwards).

## Funk Reading Room:

When you exit the lift or stairwell, the Funk Reading Room will be directly in front of you. It is accessed via a glass door which is 81cm wide and not power-assisted. Please ask staff if you need assistance. Lockers at various heights are situated outside the FRR. The corridor around the FRR where the lockers are is 100cm at its narrowest point.

Within the Funk Reading Room:

* there are two height adjustable desks.
* there is no induction loop installed.

The FRR is designated as a quiet workspace, however, please note that there will be some constant background noise from the road outside and from users entering/exiting the adjacent lift/stairwell to the David Welsh Reading Room. Users may wish to wear noise-cancelling headphones or earbuds. Please also note that the cannon at the nearby Edinburgh Castle goes off daily at 1pm and is very loud.

The lighting in the FRR consists of bright white overhead lights and natural lights from two large windows. Users with light sensitivities may wish to bring sunglasses.

## Assistance dogs:

You are welcome to bring your assistance dog with you, but please let us know in advance so we can make arrangements.

## Access to Collections Stacks:

Users are not permitted to access the Stacks where Heritage Collections are stored. All Heritage Collections items will be retrieved by staff to be consulted in the Funk Reading Room.

Stack One contains General Collections and can be browsed by library users. However, the stacks are very narrow and therefore not suitable for wheelchair users or users who experience claustrophobia. If you wish to use an item which is held in Stack One, then please ask a member of staff at the Helpdesk who will retrieve it for you.

The staircase leading to Stack One is on the left-hand side of Library Hall (facing away from the entrance). It is steep and spiral and consists of 15 steps (downwards).

## Fire Evacuation:

Due to ongoing work on the Fire Risk Assessment for this building, users who cannot self-evacuate using the stairs should not access New College Library at this time. If this applies to you, please email [heritagecollections@ed.ac.uk](mailto:heritagecollections@ed.ac.uk) and we will arrange for the items you wish to see to be transferred to the Centre for Research Collections in the Main Library instead.

Please note that the Fire Alarm is tested at **11am every Thursday**. No action is required, however, users with noise sensitivities may wish to use noise-cancelling headphones or earbuds during this time.

## Alternative arrangements:

If New College Library is not accessible to you, then collections items can be transferred to the Centre for Research Collections in the Main Library to be consulted there instead. Please advise staff of this upon booking.

Accessibility information for the Centre for Research Collections can be found on the [Main Library webpages.](https://www.ed.ac.uk/information-services/help-consultancy/accessibility/libraries/libraryleaflets/mainlibrarydisabledusers)

## Further information:

If you have any questions about accessibility, then please do get in touch at [heritagecollections@ed.ac.uk](mailto:heritagecollections@ed.ac.uk)

## Other Useful Resources:

[University of Edinburgh Campus Maps.](https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/maps-travel)

[Virtual Orientation Guide.](https://sway.office.com/wgFfkLicWXbTq30m?ref=Link)