

## Study room services for people with disabilities



This guide is for visitors to our study rooms who have disabilities. It describes access to, and facilities in, the National Art Library and the Prints & Drawings Study Room which are located in the V&A at South Kensington. It also describes access to, and facilities in, the Blythe House Reading Room, which houses our archives collections, including our theatre and performance collections archives. The Blythe House Reading Room is located at Blythe Road, near Olympia.

### Getting to the V&A South Kensington and accessible parking

For information on how to reach the V&A at South Kensington by public transport, car, taxi or Dial-a-Ride, including information on parking facilities, please visit [www.vam.ac.uk/your\\_visit/disability/index.html](http://www.vam.ac.uk/your_visit/disability/index.html)

### Getting to the study rooms

Our study rooms are housed in a variety of historic buildings. This means that access for those who are mobility impaired or using a wheelchair is variable. The museum sites are becoming increasingly physically accessible with the installation of ramps, lifts and automatic doors in various locations; however, it may be some time before all of our study rooms are as accessible as we would like. In the meantime we provide alternative entrances for wheelchair-users.

If you require an escort you can book one in advance by contacting the Bookings Office on telephone +44 (0)20 7942 2211, text phone +44 (0)20 7942 2002, or email [bookings.office@vam.ac.uk](mailto:bookings.office@vam.ac.uk).

The V&A map [http://www.vam.ac.uk/your\\_visit/va\\_map/index.html](http://www.vam.ac.uk/your_visit/va_map/index.html) shows the locations of lifts, galleries and accessible toilets described in this guide.

### Getting to the National Art Library

The National Art Library is situated on Level 3 of the V&A main building. The main entrance to the library has two flights of steps (Stair L on the museum map).

An accessible entrance to the library is located in Gallery 76 on Level 3. This entrance is reached by Lift F located off the Sculpture Gallery (21) on Level 1 (the ground floor).

To use this entrance, you may either ask for an escort at the main entrance, or find the gallery assistant on duty when you get to Gallery 76 and ask them to let you in, or call the library from the main entrance on telephone +44 (0)20 7942 2400 to let us know you are on your way so that we can let you in via the back entrance to the library.

The two reading rooms in the library are level with a wide central access way. There are two islands of desks in the Centre Room (seat nos. 15-26) which are 60 cm high. All other desks are 66 cm high and none of our desks are height adjustable. However wheelchair users often find that they can use any of our desks comfortably. If you need to transfer to library seating, staff will assist in any way they can. There are heavy glass doors between our two reading rooms. Please ask staff for assistance if the doors are too heavy for you to open.

### **Getting to the Prints & Drawings Study Room**

The Prints & Drawings Study Room and the RIBA Architecture Study Room are on Level 4 of the Henry Cole Wing of the main building and are accessible to all visitors using Lift Y on Level 0. This lift can be reached from the main entrance via Galleries 17-20 and Ramp A, and from the Exhibition Road entrance via Ramp B, through Galleries 17-20 and then Ramp A. The entrance door into the study rooms is wheelchair accessible with powered doors.

Study tables are designed for wheelchair users to use comfortably. There is also a height adjustable table in the RIBA Study Rooms area. This needs to be booked in advance by contacting the study room on telephone +44 (0)20 7942 2563, or email [pdp@vam.ac.uk](mailto:pdp@vam.ac.uk)

### **Getting to the Blythe House Reading Room, Olympia**

The Blythe House Reading Room is located at Blythe Road, near Olympia. Access to the reading room is by appointment. The main entrance has an intercom and turnstile and access to the building is up a flight of steps. Please let staff know if this presents difficulties when you book an appointment and we will arrange alternative access to the building and access to accessible toilets during your visit to Blythe House.

## **Accessible toilets**

Accessible toilets are located on levels 0, 1, 2, 3, and 4 and are indicated on the museum map.

The closest accessible toilets to the National Art Library are located on Level 3, off the Silver Galleries (65-70a). Exit the library through Gallery 76.

The closest accessible toilets to the Prints & Drawings Study Room are located on Level 0 in the Sackler Centre which is a short distance from Lift J.

## **Visual and hearing impairment**

Assistance dogs are welcome in all of our study rooms.

The study rooms are all equipped with hearing induction loops. Please switch your hearing aid to the 'T' position to use this facility.

## **Assistive technologies**

Please ask staff at the enquiry desks in any of our study rooms if you would like access to any of the following assistive technologies:

- 'Twinkle' magnification system magnifies images and text in books and other printed material
- 'JAWS' (Job Access with Speech) access software reads out the contents of the computer screen. Headphones are required and are available on request
- 'MAGic' (Magnification in colour) screen magnification software increases the size of the image on your computer screen
- Ergonomic keyboard and tactile trackball mouse are available on request

## **Advance ordering**

You can order books in advance of your visit to the National Art Library by telephone or email. Advance orders are normally limited to four items, but more items can be ordered for readers with disabilities on request.

## **Using the study room catalogues**

If you require help searching for or ordering material using any of the catalogues in the study rooms, please ask staff who will be happy to help you find and order what you need.

## **Delivery of material to your desk**

Please let us know if you need help carrying items to and from your desk; staff will be happy to assist you.

## **Copying services**

If you require enlarged photocopies, we can provide these for the same price as A4 copies.

We can provide coloured paper for your copying if this is useful.

If you find copying difficult because of your disability, we can make copies for you at the self-service cost. Please ask staff at the enquiry desks about any of these copying services.

## **Copyright**

The Copyright Act allows the copying of complete works by or for visually impaired persons (VIPs) under certain conditions. VIPs includes those with a physical impairment restricting their ability to hold or manipulate a book. This exception to the Copyright Act applies as long as the VIP is in lawful possession or has lawful access to the original copy of a work, that the copy created is in a different, *accessible* format, and that the accessible format isn't already commercially available. For more information or advice, please ask staff who will contact the NAL Copyright Officer.

## **Evacuation procedures in case of an emergency**

In the event of an emergency evacuation, please contact staff if you have a mobility impairment and cannot use the stairs. You will be escorted to the designated refuge point where security staff will be alerted to evacuate you to safety.

## **Contact us**

If your needs cannot be met by the services and facilities described above, please contact us and we will be happy to help you in any way we can.

### **National Art Library**

V&A South Kensington, Cromwell Road, London, SW7 2RL

Telephone: + 44 (0)20 7942 2400

Email: [nal.enquiries@vam.ac.uk](mailto:nal.enquiries@vam.ac.uk)

### **Prints & Drawings Study Room**

V&A South Kensington, Cromwell Road, London, SW7 2RL

Telephone: + 44 (0)20 7942 2563

Email: [pdp@vam.ac.uk](mailto:pdp@vam.ac.uk)

### **Blythe House Reading Room, Olympia**

Blythe House, 23 Blythe Road, London W14 0QX

Archive of Art and Design

Telephone: +44 (0)20 7603 7493

Email: [archive@vam.ac.uk](mailto:archive@vam.ac.uk)

Beatrix Potter Collections

Telephone: +44 (0)20 7602 0281 ext. 212

Email: [archive@vam.ac.uk](mailto:archive@vam.ac.uk)

V&A Archive

Telephone: +44 (0)20 7602 5886 Email: [archive@vam.ac.uk](mailto:archive@vam.ac.uk)

Theatre and Performance Collections Archives

Email: [tmenquiries@vam.ac.uk](mailto:tmenquiries@vam.ac.uk)