

**Gumberg Library  
Duquesne University**

**Special Student Services**

**Interim Policy:**

Gumberg Library attempts to accommodate all special students' needs by offering assistance tailored to each student's unique circumstances. Reasonable accommodations for fulfilling this mission will be evaluated on a case-by-case basis. Working cooperatively with the Office of Special Student Services and the students themselves, the Library will consider the needs of special students in future planning for the collection, the physical facility, and information technology.

***Contact information for service requests***

Students should contact the Information Services Division Reference Assistant, Lisa Sciulli, either by phone at 412-396-5346 or by e-mail at [sciulli@library.duq.edu](mailto:sciulli@library.duq.edu). Requests may also be referred to the Library by the Office of Special Student Services.

**When possible staff will provide immediate assistance. For comprehensive or extensive service, a student in need of special assistance should schedule an appointment at least twenty-four hours in advance.**

***Assistance available to students with physical disabilities, blindness, or visual impairments.***

- *Retrieval of library materials*  
Students who require assistance collecting materials from the stacks may make their request either in person at the Circulation Desk or by calling 412-396-6130. Books will be retrieved from the stacks and held at the Circulation Desk for seven days.
- *Assistance in photocopying, printing, emailing, downloading*  
Students may request photocopying assistance at either the Circulation or Periodicals Desk. Students must provide a virtual cash card with sufficient funds to cover any costs for photocopying or printing. Reference librarians will assist students with emailing, downloading, or printing records from databases that offer these options.
- *Research assistance*  
Professional librarians are available by appointment to assist students with special needs in conducting library research. To make an appointment students should contact the Information Services Division Reference

Assistant, Lisa Sciulli, by phone at 412-396-5346 or by email at [sciulli@library.duq.edu](mailto:sciulli@library.duq.edu).

***Facilities available to students with special needs***

- Wheelchair accessible restrooms are available near the elevators on each floor.

**Date issued: 9/11/11**

**Responsible for policy:**

**Issuing department or division:**

**Supersedes:** 02/00, with updates from the Library website 05/06

**Filename:**

**Forms and forms locations:**