University Library STJUH - PEEPS Information for Non-Library Staff Personnel

The following information is provided to help Departments in the preparation of PEEPs for their Students or staff who may use the Library facilities

Library Disabilities Officer : Audrey Cobb, 0113 34 37491, a.j.cobb@leeds.ac.uk

Item	Comments
Site Information	Information about each Library can be found at www.leeds.ac.uk/library and following the links to the individual sites. Opening/closing times are available through this link.
Access route	Access to the library is via the entrance on level 3. The door is controlled by the Library Swipe Card System and the desk can be contacted from this device for assistance. If access is required from a floor above then there is a lift facility near the library entrance.
Fire Alarm System	The building is protected by an automated Fire Detection System. The system will automatically set off the sounders and relays through to Security Services and the local Fire Service. The Assembly point for the Library is on the road outside the front of the building. If you see a fire or smoke the alarm system can be manually activated by breaking the glass of a “red break-glass” unit, these are located by all exits. Upon activation of the Fire Alarm System leave the building by following the signs to the nearest fire exit. All areas are provided with fire fighting equipment but this should only be used by trained personnel. **Priority is for personnel to leave the building**
Refuge Areas (Places of Safety	There are no Refugee Areas. There are 3 fire exit routes from the library, all are suitable for wheelchair egress.

Lifts *Lifts are not to be used in the event of a Fire*	Not Applicable
Toilets	There are no facilities within the Library. The nearest facility is on level 4, lift access from just outside the Library.
Assistance	If you would like a briefing on the location of Fire Exits then go to the counter and a member of staff will point them out. Customer Services are happy to help access any material that is situated on high or low shelving. Please go to the Counter desk. Disabilities Representatives for the site are : Audrey Cobb, ext 37491, a.j.cobb@leeds.ac.uk Ann Quarmby, ext 35549, a.quarmby@leeds.ac.uk