

# 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 at the V&A, South Kensington, and the Archive & Library Study Room at Blythe House, Olympia, which houses V&A archives, including our Theatre & Performance research collections.

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

For information on how to reach the V&A, South Kensington by public transport, car, taxi or Dial-a-Ride, including information on parking facilities, please visit our [Disability & access page](#).

## 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. If you require an escort you can book one in advance by contacting the Bookings Office on:

Tel: +44 (0)20 7942 2211

Text phone: +44 (0)20 7942 2002

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

The [V&A Digital Map](#) 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. 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 Room 76 on Level 3. This entrance is reached by Lift F located off the Sculpture Gallery (Room 21) on the

ground floor. To use this entrance, you can either ask for an escort at the main entrance, find a gallery assistant on duty when you get to Room 76 and ask them to let you in, or knock on the door and Library staff will let you in.

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 V&A and are accessible to all visitors using Lift Y on Level 0. This lift can be reached from the main entrance via Rooms 17 – 20 and Ramp A or the Exhibition Road entrance via the Blavatnik Gallery and the exhibition shop. The entrance 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:

Tel: +44 (0)20 7942 2563 or [Contact us online](#)

## 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 (Rooms 65 – 70a). Exit the library through Room 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 our study rooms.

The study room security desk is equipped with hearing induction loops. Please switch your hearing aid to the 'T' position to use this facility.

## Assistive technologies

The Study Room provides free access to Windows pcs. Settings can be adapted to suit needs in the 'Ease of Access Centre' accessed via the Control Panel.

Our freestanding 'Twinkle' unit magnifies images and text in books and other printed material. Magnifying

glasses are also available on request.

## Advance ordering

You can order books in advance of your visit to the National Art Library through the National Art Library Catalogue. You can order up to 8 items at a time, 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

Readers with a disability may make an accessible copy in any format unless already commercially available.

If you find it difficult to use the book or microfilm scanners, please seek assistance from a member of staff.

## Copyright

The Copyright Act allows the copying of complete works by or for visually impaired persons (VIPs) under certain conditions. VIPs include 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 National Art Library Copyright Officer.

## Evacuation procedures in case of an emergency

In the event of an emergency evacuation, please contact a member of 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

[Contact us online](#)

### Prints & Drawings Study Room



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

Tel: + 44 (0)20 7942 2563

[Contact us online](#)

## Getting to the Archive & Library Study, Blythe House, Olympia

The Archive & Library Study Room is located at Blythe Road, near Olympia. Access to the study room is by appointment. The entrance is at Gate B, and is accessible via a ramp and a wheelchair lift for visitors who are unable to use the stairs. There is an accessible toilet located near the Study Room. Desks in the Study Room are 72 cm high and none are height adjustable. If these facilities do not meet your needs please let us know when you make your appointment and we will be happy to help in any way we can.

Contact Blythe House Reading Room, Olympia

Blythe House, 23 Blythe Road, London, W14 0QX

[Contact us online](#)

Contact details for specific archives:

Archive of Art and Design

Tel: +44 (0)20 7942 2303

Museum of Childhood Archives

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

V&A Archive

Tel: +44 (0)20 7602 5886

Theatre & Performance Collections Archives

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