



**SOUTHWESTERN LAW SCHOOL**

3050 Wilshire Boulevard · Los Angeles, CA 90010-1106

## Leigh H. Taylor Law Library Alumni Access Card Application

Southwestern alumni are always welcome back to the Law Library. If you no longer have your student ID card, however, you must obtain an Alumni Access Card. To obtain a card, complete the application form below and bring it to the Library Circulation Desk. Once your information is verified, during the following hours, you will be directed to the Administrative Services Office (ASO):

Monday – Thursday    9:00 am-5:45 pm  
Friday                    9:00 am-1:45 pm

ASO staff will collect the \$10 card fee (cash or check), take your photo, and print your card.

If you request a card outside the hours listed above, a full-time Library Public Services staff member will accept your application and fee and take your photograph for the card. The card will be printed on the next ASO business day and will be mailed to the address indicated on your application.

The Alumni Access Card allows the holder access to the library and use of the collection, including patron access Westlaw Next, CEB Onlaw, and other online databases. Internet access through the wireless network is available. The username and password can be requested at the Circulation Desk. The card does not permit the holder to use the library's group study rooms, computer lab, or learning centers. Holders of the Alumni Access Card are subject to all library rules and cards may be revoked upon any violation.

### **Important Library Use Policies**

#### **Food and Drink**

Beverages in secure lidded containers and small snack items that are not messy, noisy or strong-smelling are permitted in the library. Please dispose of all trash in trash receptacles located throughout the library and leave all spaces clean for the next person.

#### **Smoking**

Smoking and the use of e-cigarettes is not permitted in any area of the library, including restrooms and stairwells.

#### **Noise and Cellular Phones**

Noise from conversation is the most frequent source of complaint from library users. Conversation and other unnecessary noise should be kept to a minimum. Please set your cell phone to silent mode when entering the library. The photocopy rooms on each floor of the library can be used for making or receiving calls. As a courtesy to others, please avoid talking as you walk to these locations. The main stairwell should not be used for telephone calls, as voices carry to all floors.

#### **Emergencies and General Security**

Evacuation plans are posted at the main library stairwell, the elevator and at all emergency exits. Please take a few minutes to walk around the library to become familiar with emergency exit locations. Please do not leave your valuables, study materials and especially, laptop computers unattended.



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Please indicate where you would like us to send your card:     business address     home address

Name \_\_\_\_\_

Year of Graduation \_\_\_\_\_

Name of Firm \_\_\_\_\_

Business Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Business telephone \_\_\_\_\_ Business email \_\_\_\_\_

Home Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home telephone \_\_\_\_\_ Home email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR STAFF USE ONLY

Alumni status verified?     Yes     No

\$10 fee received?     Waived     Yes     Cash (Issue Receipt)     Check Number \_\_\_\_\_

Card number issued \_\_\_\_\_ Bar code number \_\_\_\_\_

Patron Record Updated?     Yes     No    Photo number \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_