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FOREWORD

Welcome to the Leigh H. Taylor Law Library at Southwestern Law School. We are located in the historic Bullocks Wilshire building, which was constructed in 1929 as a department store, and renovated for law school use in 1997. This adaptive reuse project has drawn national attention to Southwestern. We hope that when you use the Library you will delight in the aesthetics, and that your study of the law will be enhanced and inspired by this setting. Please treat the facility with the care it deserves so that it can be enjoyed by future generations of the Southwestern community.

The primary purpose of the Library is to support and encourage the study and research activities of Southwestern students and faculty. The collection of over 525,000 volumes and volume equivalents will support intensive research for all U.S. state and federal jurisdictions in all subject areas of the curriculum. The print collection is complemented by extensive digital services which offer access to legal databases, indexes to periodicals, online tutorials, and word processing. Members of the Library's Reference Staff are legal information professionals who can assist you with these services, as well as the more traditional aspects of legal research. Do not hesitate to ask for assistance.

This guide outlines general Library policies and facilities. For help locating materials, please speak with a Reference Librarian. We hope you feel comfortable and your time here is pleasant.

Margaret Hall
Associate Dean for Library Services
and Professor of Law

LIBRARY STAFF

Margaret Hall Associate Dean for Library Services
and Professor of Law (213) 738-6729

Public Services

Tiffani Willis Associate Director of the Law Library (213) 738-6791

Reference

Reference Desk (213) 738-6725
David McFadden Senior Reference Librarian (213) 738-6726
Dinah Minkoff Reference Librarian (213) 738-6695

Circulation

Circulation Desk (213) 738-6728
Aaron Brown Head of Circulation Services (213) 738-5771
Jack Delaney Circulation Associate (213) 738-5771
Derek Taylor Circulation Associate (eve. & wknd) (213) 738-5771

Collection Management

Systems

Tracy Tsui Systems Librarian (213) 738-5778

Acquisitions

Thomas Hall Acquisitions and Financial Manager (213) 738-5777

Cataloging

Aida Gruber Cataloging Associate (213) 738-6724

Serials

Lorena Sanchez Head of Serials (213) 738-5780
Mauricio Ortiz Serials Associate (213) 738-6838

ACCESS POLICIES**

Library Access

Southwestern University Law Library is a privately-funded research facility with the primary mission of supporting the study and research needs of Southwestern students and faculty. Library use is limited to the following groups:

- Current Southwestern students, faculty and staff;
- Southwestern alumni;
- Students and faculty from other ABA-approved law schools with current ID from their law school, so long as Southwestern students and faculty receive reciprocal access at the visitor's law school;
- Members of the legal community who purchase a Southwestern Law Library Membership. (Please see [membership program description and application](#) for more information).
- Graduates of other ABA-approved law schools who are studying for the California Bar Exam and purchase a Bar Study Card via the Southwestern [Bar Study Program](#). Cards are available for purchase during the 7-weeks preceding the February and July California bar exam administrations.

Identification

- Southwestern students, faculty, staff and Library Members must have a Southwestern identification card to enter the library.
- Southwestern alumni must use their student ID or Alumni Access Card (available for purchase at the Circulation Desk after verification of status).

General Rules

- Children under the age of 14 years who enter the library with authorized users may not be left unattended in the Library.
- Any user who is disruptive to the academic environment, threatens the safety of others, or exhibits a disregard for Southwestern property will be required to leave the Library.

** Normal Rules and Policies suspended during Covid-19 pandemic. Please see [Access and Other Policies](#) page for current rules.

Patrons with Disabilities

Please ask any member of the Library staff for assistance as needed. House phones are located on the first floor in the Computer Lab and on the second floor near the online catalog. Please call Reference at x6725 or Circulation at x5771 for assistance.

GENERAL LIBRARY POLICIES**

Food and Drink

Items Permitted:

- Drinks in secure spill-proof containers.
- Small snacks that can be eaten quietly. Nothing noisy, messy or strong-smelling is allowed.

Guidelines:

- Leave your study area free of food/drink, clean and ready for the next user.
- Clean up any spills. Report any spill to a Library Staff member.
- Dispose of all trash in trash receptacles located throughout the Library.
- Food should not be left unattended or uncovered. Any food left in the Library overnight will be discarded.
- Do not set snacks or drinks near or on Library equipment (e.g. computers, printers, copiers, scanners).
- No full meals. Food deliveries of any kind are not permitted.
- Food and drink rules apply to both study rooms and open areas.
- The Library reserves the right to require anyone eating non-snack foods, or snacks about which Library Staff received complaints, to stop eating and put/throw their food away. Anyone refusing will be required to leave the Library.

Smoking

Smoking and the use of e-cigarettes is not permitted anywhere in the Bullocks Wilshire building.

Noise

Please be mindful that noise resonates in the building. Report noise complaints to a Library Staff member.

Silent Study: The Federal Room, California Room, and the Stacks (both on the Lower Level and Second Floor) are designated for Silent Study. Patrons should not converse in these areas.

** Normal Rules and Policies suspended during Covid-19 pandemic. Please see [Access and Other Policies](#) page for current rules.

Conversation/Group Study: Students in study rooms, the main reference area, computer lab and classroom, and microform room may engage in conversation at a normal volume.

Cell Phones

Set your cell phone to silent when entering the Library. The photocopy rooms on each floor of the Library can be used when answering a call is necessary. Please avoid talking as you walk to these locations. Cell phone use is also permitted inside study rooms when the door is closed. The main stairwell may not be used for telephone calls, as voices carry to all floors.

Chairs and Furnishings

- Ergonomic seat cushions are available on each floor in the photocopy rooms. Please return them to the cart when you are finished.
- The light switch for the study carrels is on the right hand side, toward the back of the fixture. Please turn the light off when leaving.
- The table lamps are not adjustable. Please do not try to force them.
- Furniture should not be rearranged.

Emergencies and General Security

- The Library's goal is to provide a safe environment suitable for serious study and research.
- Library users must **present identification** upon request by Library or Security staff.
- Evacuation plans are posted at the main Library stairwell, the elevator, and at all emergency exits. Take a few minutes to walk around the Library to become familiar with emergency exit locations.
- **Intercoms for communicating with Security** are located in each restroom and throughout the Library.
- If you notice anything suspicious, please report it to Security or Library staff.
- *Please **do not leave your valuables**, study materials, and especially, laptop computers **unattended**.* Remember that your valuables can be taken in a matter of moments. The Library is not responsible for stolen items.
- The Library utilizes an electronic loss prevention system and reserves the right to inspect book bags and backpacks when the alarm sounds.

Violations

Violations of Library rules, especially any misuse that jeopardizes the work of other students, may be reported to the Student-Faculty Relations Committee. Noncompliance with Library rules may also result in suspension of Library privileges.

Southwestern personnel including Campus Security personnel may require that anyone who is disruptive to the academic environment, threatens the safety of others, or exhibits a disregard for Southwestern property, leave the Library and the campus.

SPECIAL LIBRARY SERVICES AND FACILITIES**

Interlibrary Loan Service (ILL)

For occasions when students or faculty need to obtain a copy of an article or borrow a book that the Law Library does not own, the Library may be able to obtain it from another institution. Please speak with a Reference Librarian about your request; they may be able to locate it for you or suggest an alternative within the Library's collection. Each lending library sets its own loan period and fee for materials borrowed/copied. We will attempt to borrow from a library that lends at no charge, but final costs are passed on to the requesting student. Generally, a requested item will arrive within 10-days. The Library will not request from a local library, and asks that you visit it instead. If the material that you need is from a local library and you would still like an ILL, please see Tiffani Willis. For more information about ILL or to make a request, send an email to interlibraryloan@swlaw.edu.

Photocopiers/Scanner

- **Photocopiers:** Photocopy rooms are located on the lower level and the first floor of the Library. The photocopy rooms **close ten minutes** before the Library.
- **Scanner:** A no cost book scanner is also available in the first floor copy room near the Circulation Desk.
- **Cost:** Photocopies are 10 cents each and prints from an electronic source are 7 cents.
- **Print Accounts:** Copy/Print accounts are automatically generated for all currently enrolled students. Students should go a kiosk in either of the first-floor photocopy rooms and use their Southwestern email login to activate the account and add value to it. Non-students can create accounts at the same location.

Please report equipment malfunctions to the Circulation Staff.

** Normal Rules and Policies suspended during Covid-19 pandemic. Please see [Access and Other Policies](#) page for current rules.

Computers

The Computer Lab and Classroom are located on the Library's first floor. Computers are also available in the two Learning Centers on the lower level. Services and equipment are available to currently enrolled students, faculty, and staff only. The Classroom is arranged for instructional activities, but can be opened for use by individuals if the Lab is full and an instructional program is not scheduled. Computers in the Library's main reference area can be used by all Library patrons. These computers provide access to the Library Catalog, many subscription databases, and the Internet; they do not require a login.

Group-Study Rooms**

The Library has 21 study rooms for collaborative or self-study. Group study rooms are reserved for the exclusive use of currently enrolled Southwestern students and recent Southwestern graduates as they prepare for the bar exam. Students who try to circumvent this policy do a disservice to their fellow students, and may have their room use privileges suspended.

Group study rooms are reserved online at <http://libcal.swlaw.edu/>. Please read the following rules carefully. If they are not followed, your reservation will be deleted and made available to others.¹

1. Reservations must be made using your @swlaw.edu email account.
2. You may make a reservation 1 week in advance.
3. Rooms are booked in one hour increments. Each student may make one reservation for one hour per day. Groups may have each member reserve consecutive one hour blocks.
 - a. TAs and Dean's Fellows are allowed an extra two hours per week for official responsibilities. These hours must be booked by contacting Circulation. TA and DF hours cannot be booked during reading days or finals.
4. You must confirm your reservation by responding to an email confirmation request. If your reservation is not confirmed within 15 minutes, the reservation time slot will become available to another group or student. **If you do not receive the confirmation request email within 10 minutes please call Circulation at x5771 or stop by the Circulation Desk. We will confirm it for you.**
5. Rooms cannot be reserved or held by placing personal belongings in them.
6. Patrons are responsible for their personal property at all times and should never leave items unattended. The Library is not responsible for items left in a study room.
7. You are not able to lock the study room door.
8. All groups and individuals must promptly exit a study room that has been reserved for the following block.
9. You may remain in your room after the end of your reserved time if no one else has scheduled the room.
10. You may only reserve a room that you will be occupying. You may not reserve a room for another individual.

¹ ** Normal Rules suspended during Covid-19 pandemic. Please see <http://libcal.swlaw.edu/> for current rules.

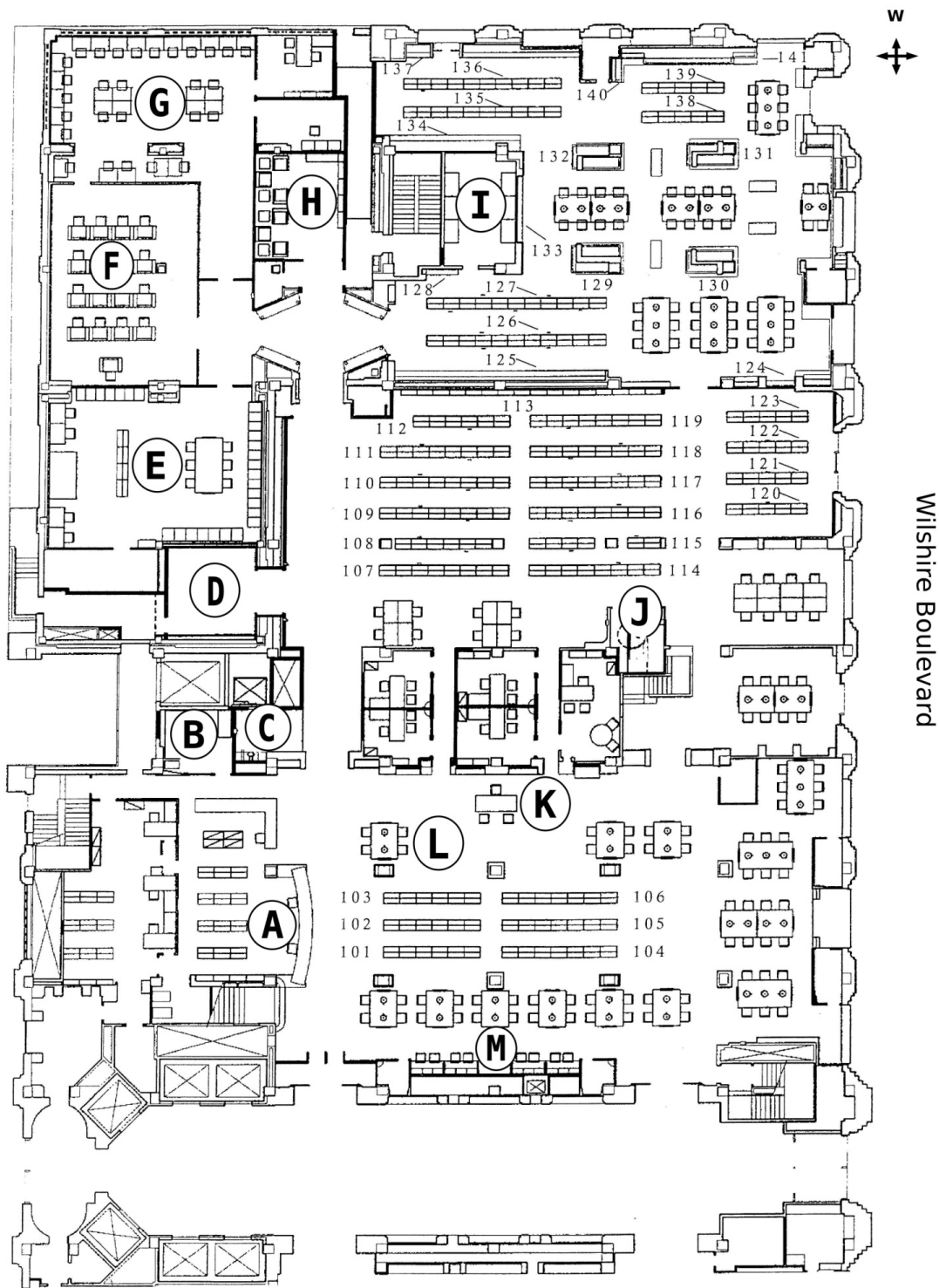
Lost and Found

Please turn items found in the Library to the Circulation Desk. Items are retained for a period of one semester. The Security Office at the entrance to the Bullocks Wilshire Building and the Office of Administrative Services (Room 100) also keep lost and found items.

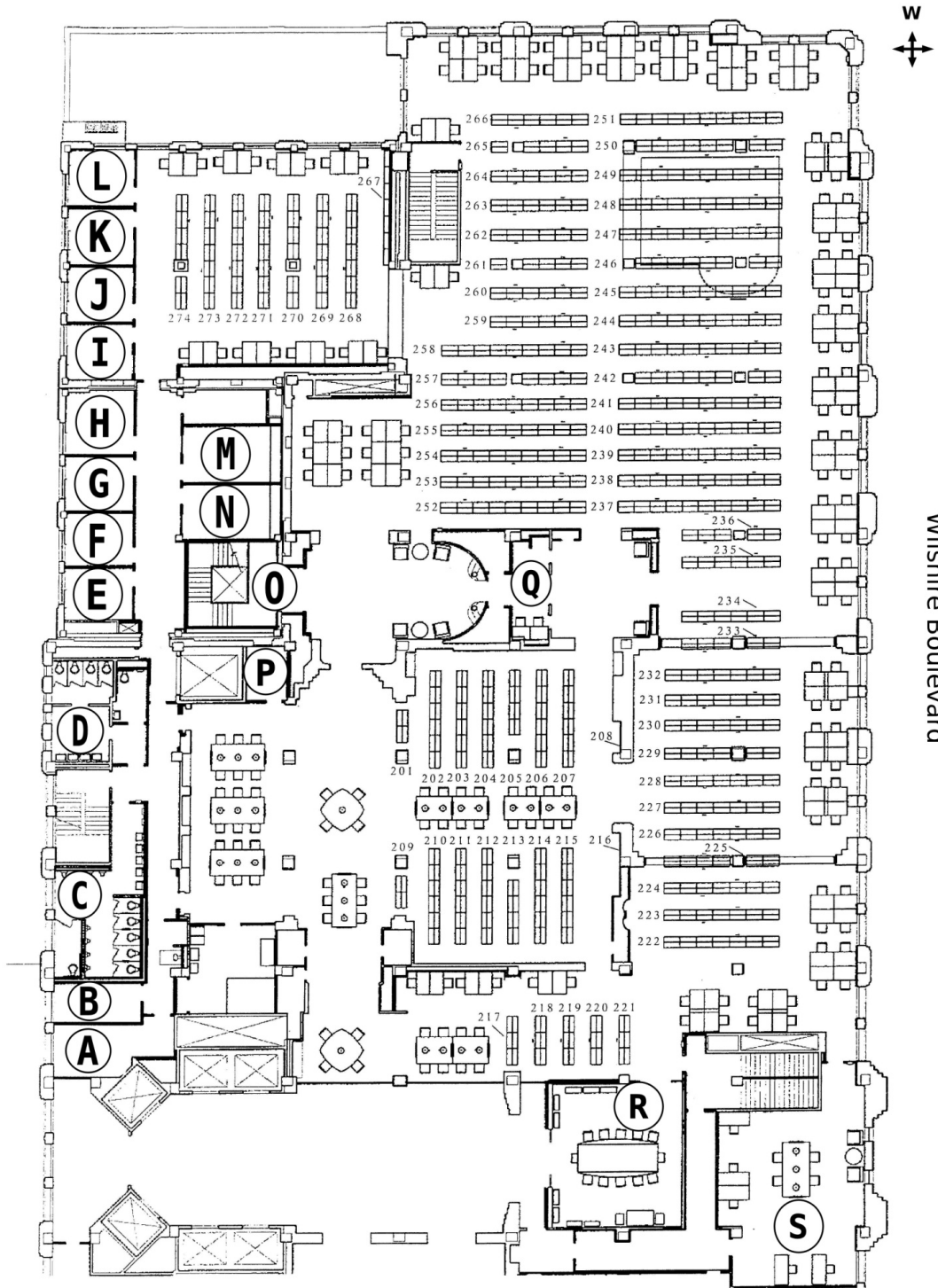
Office Equipment for Patron Use

The Library provides office supplies for patron use in each of the photocopy rooms. Please do not remove these items. Report any broken or malfunctioning equipment to the Circulation Desk.

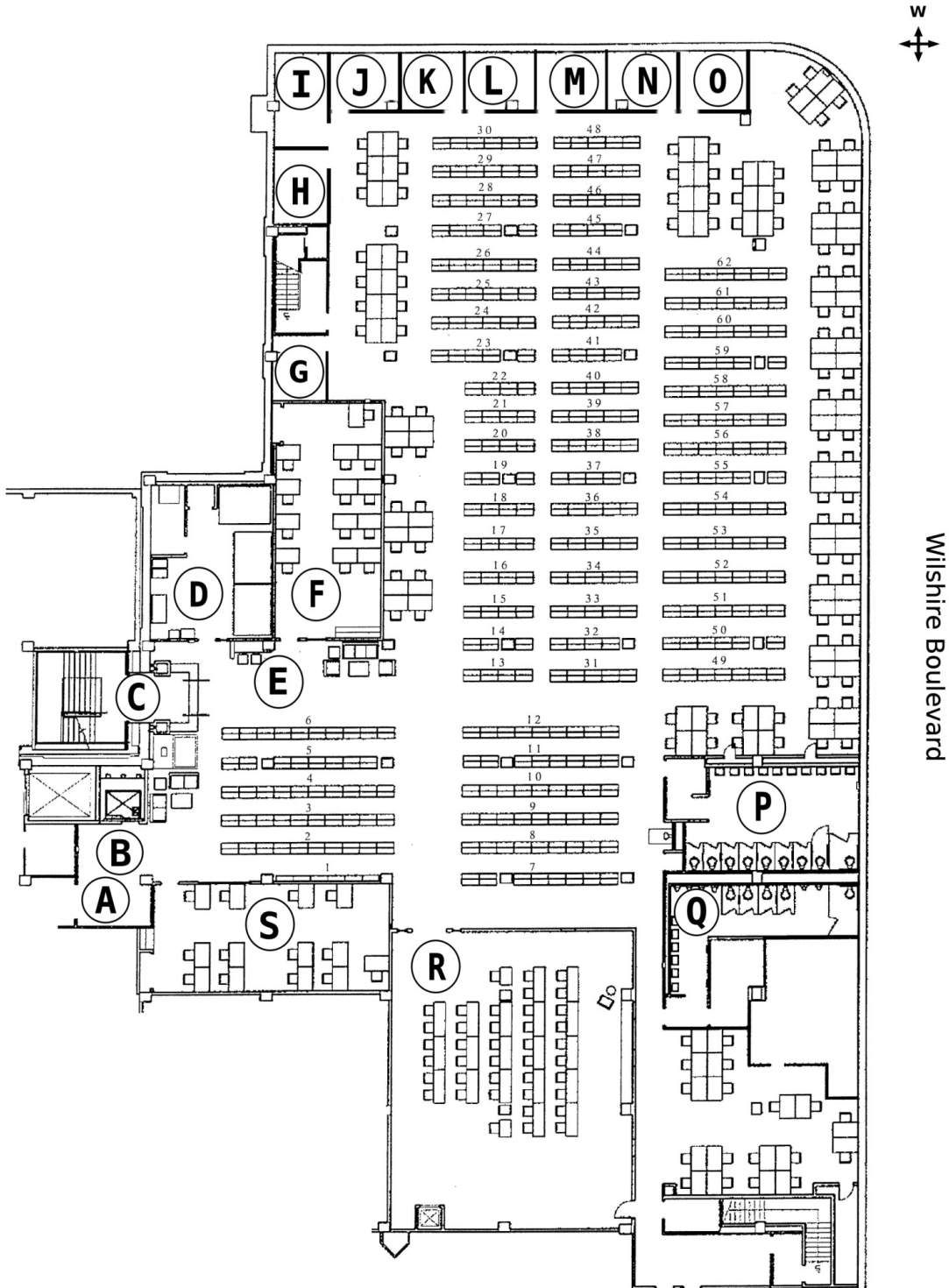
First Floor



Second Floor



Lower Level



Floor Map Key: Directory of Services and Facilities

Catalog	First Floor	L
Catalog	Lower Level	E
Catalog	Second Floor	Q
Circulation Desk	First Floor	A
Computer Classroom	First Floor	F
Computer Lab	First Floor	G
Elevator	First Floor	C
Elevator	Lower Level	B
Elevator	Second Floor	P
Faculty Research Room	Second Floor	S
Group Study Room 1	Second Floor	M
Group Study Room 2	Second Floor	N
Group Study Room 3	Second Floor	L
Group Study Room 4	Second Floor	K
Group Study Room 5	Second Floor	J
Group Study Room 6	Second Floor	I
Group Study Room 7	Second Floor	H
Group Study Room 8	Second Floor	G
Group Study Room 9	Second Floor	F
Group Study Room 10	Second Floor	E
Group Study Room 11	Second Floor	B
Group Study Room 12	Second Floor	A
Group Study Room LL1	Lower Level	G
Group Study Room LL2	Lower Level	H
Group Study Room LL3	Lower Level	I
Group Study Room LL4	Lower Level	J
Group Study Room LL5	Lower Level	K
Group Study Room LL6	Lower Level	L
Group Study Room LL7	Lower Level	M
Group Study Room LL8	Lower Level	N
Group Study Room LL9	Lower Level	O
Index Table	First Floor	M
Learning Center 1	Lower Level	S
Learning Center 2	Lower Level	F
Legal Research Classroom	Lower Level	R

Light Reading Room	First Floor	H
LRC	Lower Level	R
McComb Conference Room	Second Floor	R
Men's Restroom	Lower Level	Q
Men's Restroom	Second Floor	C
Microform Room	First Floor	E
Newspapers	First Floor	H
Online Public Access Catalog	First Floor	L
Online Public Access Catalog	Lower Level	E
Online Public Access Catalog	Second Floor	Q
Photocopiers	First Floor	B, J
Photocopier	Lower Level	D
Reference Desk & Offices	First Floor	K
Reserve Desk	First Floor	A
Restrooms	Lower Level	P,Q
Restrooms	Second Floor	C, D
Stairs	First Floor	D
Stairs	Lower Level	C
Stairs	Second Floor	O
Video Playback Room	First Floor	I
Video Tapes and DVDs	First Floor	A
Women's Restroom	Lower Level	P
Women's Restroom	Second Floor	D