



LOS ANGELES,
CALIFORNIA

SOUTHWESTERN

LAW SCHOOL

*Leigh H. Taylor Law Library
Services and Policies*

2018-2019

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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 library use in 1997. This adaptive reuse project has attracted national attention to Southwestern. We that those who use the library will delight in the aesthetics and that the study of the law will be enhanced and inspired in this setting. Please treat the facility with the care it deserves so that it can be enjoyed by future generations of Southwestern students.

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 computer services offering access to legal databases, indexes to periodicals, computer-assisted legal instruction, the Internet and word processing. Members of the library's reference staff are legal information professionals who will be pleased to assist you with these services, as well as the more traditional aspects of legal research. Do not hesitate to ask for assistance.

This guide will indicate how to locate library materials, the services offered, and what to expect in terms of policies and rules. We would like you to feel comfortable and familiar with the facilities so that your use of the library is pleasant and efficient.

Linda Whisman
Associate Dean for Library Services
and Professor of Law

LIBRARY STAFF

Linda Whisman Associate Dean for Library Services
and Professor of Law (213) 738-6729

Public Services

Margaret Hall Associate Director of the Law Library (213) 738-6851

Reference (213) 738-6725

David McFadden Senior Reference Librarian (213) 738-6726

Sharrel Gerlach Reference/Online Services Librarian (213) 738-5775

Circulation (213) 738-6728

Aaron Brown Head of Circulation Services (213) 738-5771

Jack Delaney Circulation Associate (213) 738-5771

Derek Taylor Circulation Associate (eve. & weekend) (213) 738-5771

Collection Management

Systems

Tracy Tsui Systems Librarian (213) 738-5778

Acquisitions

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

Cataloging

Connie Deng Catalog Librarian (213) 738-5779

Aida Gruber Cataloging Associate (213) 738-6724

Serials

Lorena Sanchez Head of Serials (213) 738-5780

Mauricio Ortiz Serials Associate (213) 738-6838

GENERAL INFORMATION

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. The library is open to the following groups:

- 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 have purchased a Southwestern Law Library Membership. (Please see membership program description and application for more information. These materials are available on the web at <https://www.swlaw.edu/sites/default/files/2017-05/Membership%20Information%20Package%202017.pdf>).
- Graduates of other ABA-approved law schools who are studying for the California Bar Exam and have purchased a Bar Study Card. Cards are available during the 7 weeks preceding the February and July California bar exam administrations. (For more information on the bar study program, go to the Southwestern web site at <https://www.swlaw.edu/sites/default/files/2017-05/barstudycards%202017.pdf>).

Southwestern students, faculty, staff and library members must have a Southwestern identification card to enter the library. Southwestern alumni must use their old student ID or complete the [Alumni Card Application Form \(PDF\)](#) to purchase a new card. 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.

Hours

Regular hours during the Fall and Spring sessions are:

Monday - Thursday	7:30 a.m. to 11:00 p.m.
Friday	7:30 a.m. to 9:00 p.m.
Saturday	9:00 a.m. to 9:00 p.m.
Sunday	9:00 a.m. to 11:00 p.m.

Hours are subject to change during final-exam periods, between sessions, on holidays and during the summer session. These special schedules are available at <http://libraryguides.swlaw.edu/libhours>. You also may call (213) 738-6728 for an up-to-date recording of library hours.

Patrons with Disabilities

Patrons with disabilities should park on the upper deck of the parking lot behind the building. The law library is fully wheelchair accessible. Please ask any member of the library staff for assistance in reaching materials on the upper shelves and to provide such other services as may be needed. House phones are located on the first floor in the Computer Lab, on the second floor near the online catalog and on the lower level near the online catalog in front of the photocopy room. Please call Reference at 6725 or Circulation at 5771 for assistance. Students with disabilities are encouraged to communicate their access needs and concerns to library staff.

Reference Service

Reference librarians are available to assist patrons in their use of legal research materials during the following hours in the Fall and Spring sessions:

Monday - Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday - Sunday	9:00 a.m. to 5:00 p.m.

Hours are reduced between sessions, on holidays, and during the summer session. Reference service for short-answer questions is available by telephone, but priority is given to patrons in the library. Please call (213) 738-6725.

Online Library Catalog

The library's web home page, <http://library.swlaw.edu>, is the gateway to the print, audio-visual and electronic resources in the library collection.

Two versions of the catalog are available. The newer Encore catalog provides access to the print collection, e-books and articles in participating electronic databases. The classic catalog is still useful for exact title searches and for determining if particular journal issues have arrived.

The library home page serves as a gateway to the electronic resources to which the library subscribes. Offerings include legal periodical indexes, and a variety of full-text periodical, statistical, legislative and governmental resources. Authentication as a Southwestern student, faculty or staff member is required for off-campus access to certain licensed electronic resources. Authentication requires the patron's first and last name and the bar code number from the back of the Southwestern ID card. If your card was printed without a number, stop by the Circulation Desk and have a label added to your card.

Lexis Advance, Westlaw and Bloomberg Law

The library provides Lexis Advance, Westlaw and Bloomberg Law passwords to all students. These passwords can be used to access the services for educational purposes from any computer with Internet access. First-year students are trained in the use of the systems as part of the LAWS course. We encourage you to gain proficiency on both systems. Refresher training is offered each semester.

Students are encouraged to download or use the electronic folder options in the services to save documents for convenient future access. Printing is currently available at no cost from Lexis Advance when the print jobs are sent to the high-speed printers at the library Circulation Desk. Printouts must be picked up from the Circulation Desk within forty-eight hours due to the high volume of printing. You may print to library printers from Westlaw and Bloomberg Law, but once your initial print credit is exhausted, usual print charges of 7 cents per page will apply. Please note that transfer and visiting students should obtain Southwestern passwords at the Reference Desk in order to have the appropriate TWEN access.

The library provides two computers for alumni and library members to access Westlaw. The subscription does not include all of the content that is available through the law student subscription, but a wide range of primary and secondary sources can be searched. Printing is available through the library's cost recovery account system. Users should bring a flash drive to download documents, but should be aware that Westlaw has placed per session and per day limits on downloading.

Electronic Resources

The library subscribes to a growing number of fee-based electronic publications and services. These services are listed under the **Electronic Resources** heading at <http://libraryguides.swlaw.edu/eresourcees>. The list includes a brief description of the content of each service.

From campus, you can access any of these services without a need for any type of password. If you are off campus, you must access the services from <http://library.swlaw.edu> as a gateway and authentication is required. When prompted, enter your first and last name and your patron bar code number. Your patron bar code number should be printed on the back of your Southwestern ID card. If you do not have a number on the card, please drop by the Circulation Desk and staff will add a bar code label. Most licenses only allow remote access to faculty, current students and staff.

Audiovisual Materials

The library's video and DVD collection focuses on trial practice skills and law-related feature films. A list of popular videos in the *Alan H. Friedenthal Law in Film Collection* is available on the web as a link from the online catalog (<http://library.swlaw.edu>). In addition, the library has copies of selected in-house videos of classes, moot court competitions and other videos filmed by the law school. All videos and DVDs are housed at the library Circulation Desk. Both VHS tapes and DVDs can be viewed in the Video Playback Room. Non-reserve videos may be checked-out of the library.

Light Reading

Current major newspapers and general interest magazines are displayed in the Justice Arleigh Maddox Woods Reading Room (first floor map). We also have the Alan H. Friedenthal Collection of Law in Fiction and Literature which focuses on literary works featuring the legal system, attorneys or judges as the central theme. These books are shelved under call numbers beginning with PR through PZ on the second floor, shelf 273.

Computer-Assisted Legal Instruction

Southwestern is a member of CALI, the Center for Computer-Assisted Legal Instruction. CALI is a consortium that offers over 1000 interactive lessons in over 50 areas of legal education. Southwestern students can download the lessons at www.cali.org. You will need to register upon first use. An authorization code is required. Southwestern's authorization code can be found on the library page in the Southwestern student portal: <https://swlawportal.swlaw.edu/resources/library/Pages/default.aspx>.

Reserve Collection

The Reserve collection is located behind the Circulation Desk. Reserve materials include required or recommended course readings and high demand items such as hornbooks, casebooks and California practice materials. Reserve materials circulate for two hours.

BORROWING MATERIALS

Library Cards

Your law school identification card also serves as a library card. Please present your card each time you wish to check out materials.

Circulation

Books

Southwestern faculty, staff and currently enrolled students may borrow circulating materials from the library. Southwestern has an extensive treatise collection, most of which circulates.

To determine if a book can be borrowed, look inside the front cover. If it is stamped **CIRCULATES**; it may be borrowed by students for 14 days, unless the book is requested by another library user. In this case, the loan period may be reduced to a minimum of 7 days for the original borrower.

You can renew a loan if your need for the book extends beyond 14 days. Up to 6 renewal periods of 14 days each are allowed. Renewals will be granted unless the book has been requested by another library user. Renew loans at the Circulation Desk (you do not need to have the book with you), by telephone (213) 738-5771, or online by logging in at <http://library.swlaw.edu/patroninfo>. Promptly renewing a loan is an easy, painless procedure which will help you avoid overdue fines.

Reserve Materials

Reserve materials circulate for two hours. You may renew a reserve item for up to 8 renewal periods of 2 hours each, unless the item is requested by another library user. Once again renewing a loan is important. Overdue fines for reserve materials are steeper than for regular books, and fines continue to accrue during each hour the library is open. Loans made within two hours of library closing time are due one hour after the library opens the following morning.

Videotapes and DVDs

Non-reserve videotapes and DVDs can be borrowed for a three-day loan period. Five renewal periods of three days each are allowed, unless the item is requested by another library user.

Overdue Materials and Fines

To encourage the prompt return of materials for the benefit of all library users, we assess fines for overdue materials. The overdue notice and fine schedule is as follows:

14-Day Loans

The overdue fine is \$1.00 per day. Three overdue notices will be sent by email. If there is no response to these notices, the fourth notice will be a bill for the replacement cost of the item plus a \$15.00 billing fee and a \$20.00 processing fee. If the item is returned at this point, before we have ordered the replacement copy, the bill will be reduced to the lesser of \$20.00 or the actual accrued fine.

2-Hour Reserve Loans

The overdue fine is \$1.00 per hour for each hour the library is open. Overdue notices are generated after 12, 24 and 48 hours. You should note, however, that by the time these notices reach you, significant fines will already have accrued. The fourth notice will be a bill for the replacement cost of the item plus a \$25.00 billing fee and a \$20.00 processing fee. If the item is returned at this point, before we have ordered a replacement copy, the bill will be reduced to the lesser of \$30.00 or the actual accrued fine.

3-Day Videotape and DVD Loans

The overdue fine is \$2.50 per day. Three overdue notices emailed. If there is no response to these notices, the fourth notice will be a bill for the replacement cost of the item plus a \$40.00 billing fee and a \$20.00 processing fee. If the item is returned at this point, before we have ordered a replacement, the bill will be reduced to the lesser of \$40.00 or the actual accrued fine.

Library fines are added to student accounts in the Accounting Office; the library *never* collects fines. Courtesy reminders and overdue notices are sent by email to Southwestern email addresses. If you would prefer that an alternate address be used, please notify circulation staff. We send bills via U.S. mail as each transaction is completed if the fine is more than \$2.00. Fines are added to the student's law school account.

If the Item You Need Is Not on the Shelf

When you use the online catalog, you can determine whether a book has been checked out to another patron. If a due date appears under the "Status" heading, the material is unavailable. You may want to place a "hold" on the item so that we will not *renew* the current loan. Please ask for assistance at the Circulation Desk.

In certain cases, an item checked out to another patron may be eligible for recall. Because a recall may inconvenience the patron who is counting on the original due date, we will recall only if you specifically request a recall and if the recall criteria are met. You can also place a hold on an item that is not checked out, but is not on the shelf. We will code the item as missing and initiate a search for it.

We will notify you when your material becomes available. For non-Reserve materials, we will normally hold the item at the Circulation Desk for 3 days.

The library considers circulation records confidential. We will not release the name of a borrowing patron to any other person. Students may check their own circulation record by choosing the "My Library Account" option at <http://library.swlaw.edu>.

LIBRARY USE POLICIES

Food and Drink

Items Allowed:

- Drinks in secure lidded containers,
- Small snacks that are not noisy, messy or strong-smelling.

Guidelines:

- Be respectful of those around you and of library materials and furnishings.
- Leave your study area free of food/drink, clean and ready for the next user.
- Clean up any spills. Tell a library staff member if you are unable to clean up a spill adequately so that we can take steps to prevent permanent damage.
- Dispose of all trash in trash receptacles located throughout the library.
- Do not set snacks or drinks near library equipment—computers, printers, copiers, scanners.
- No full meals or foods that are messy, noisy or strong-smelling.
- No pizza or restaurant deliveries.
- Food and drink rules apply to study rooms as well as open areas.
- The library reserves the right to require anyone eating non-snack foods, or snacks about which library staff has received complaints, to stop eating and put/throw their food away. Anyone refusing to put or throw away their food will be required to leave the library.

Smoking

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

Noise

Please be mindful that noise resonates in this building. Noise from conversation is the most frequent source of complaint from library patrons. Conversation and other unnecessary noise should be kept to a minimum. Signs posted throughout the library will guide you to the quietest areas. If you are bothered by persistent conversation from those around you and do not feel comfortable addressing the issue directly, please do not hesitate to ask for assistance from a librarian.

Cellular Phones

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.

Chairs and Furnishings

To increase your comfort when studying for long hours, ergonomic seat cushions are available on each floor in the photocopy rooms. Please return them to the cart when you are finished. Computer task chairs should remain in the labs. The labs are used heavily for instruction, especially in the fall semester, and students need a place to sit.

The switch for task lighting in 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.

Emergencies and General Security

The library seeks to provide a safe and secure 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. Please take a few minutes to walk around the library to become familiar with emergency exit locations. Intercoms for communicating with the security station at the building entrance are located in each restroom and throughout the library. If you notice anything suspicious, please report it to Security or library staff. It is better to err on the side of reporting the problem. ***Please do not leave your valuables, study materials and especially, laptop computers unattended.*** Remember that your valuables can be taken in a matter of minutes.

The library utilizes an electronic loss prevention system and reserves the right to inspect book bags and backpacks upon exit.

Violations

Library rules are designed to maintain a pleasant environment while ensuring equitable use of collections and facilities. Violations of library rules, especially any misuse of library materials or computers 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.

Law school and library administrators as well law school 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 to leave the library and the campus.

SPECIAL LIBRARY SERVICES AND FACILITIES

Interlibrary Loan Service

Occasionally students and faculty need to obtain a photocopy of an article or borrow a book that the law library does not own. Please consult with a reference librarian before requesting an interlibrary loan. A Reference Librarian may be able to determine that the item is actually owned by the library or is available in an electronic database. The library participates in the OCLC WorldShare program for interlibrary loan. Each lending library sets loan periods for materials borrowed and the charge for photocopies and loaned materials. We will attempt to borrow from a library which lends at no charge on a reciprocal basis, but actual costs resulting from an interlibrary loan are passed on to the requesting student. It is typical for a lending library to charge \$8.00 to \$15.00 for a photocopy request and \$10.00 to \$20.00 for the loan of a book. The material will normally arrive within 10 days from the time of request. Because of the time and expense involved, we normally do not borrow from local libraries. The reference staff can assist you with identifying the appropriate collection for your needs. If the material that you need is from a local library and you would still like an ILL, please see Margaret Hall. For more information about ILL or to make a request, send an email to interlibraryloan@swlaw.edu.

Photocopiers

Photocopy rooms are located on the lower level and the first floor of the library. Photocopies are 10 cents each and prints from an electronic source are 7 cents. A no cost book scanner is also available in the first floor copy room near the Circulation Desk. 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. A house phone is located just outside the photocopy room on the lower level. (Dial 5771.)

The photocopy rooms close ten minutes before library closing time.

Computers

The Computer Lab and Classroom are located on the library's first floor. Computers are also available for instructional purposes in the two Learning Centers on the lower level. Services and equipment are available to currently enrolled students, faculty and staff only. Computers in the library's main reference area can be used by all library patrons. These computers provide access to the library catalog, subscription databases, and the Internet, and do not require a login.

Group-Study Rooms

The library has 21 study rooms for collaborative study by small groups of students. 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. This policy is intended to ensure equitable access to all student study groups. 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 can be reserved online at <http://libcal.swlaw.edu/> within the following parameters:

- Rooms are booked in one hour increments. Each student may make one reservation for one hour per day. Groups may have each member of the group reserve one hour in consecutive blocks.
 - TAs and Dean's Fellows are allowed an extra two hours per week for official functions. These hours must be booked by contacting circulation. TA and DF hours cannot be booked during reading days or finals.
- 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 email within 10 minutes please call circulation at 213-738-5771 or stop by the circulation desk. We will confirm it for you.**
- Reservations must be made by a user with an @swlaw.edu email account.
- If the rules set forth are not followed, your reservation will be deleted by staff and made available to others. The library may delete reservations which attempt to circumvent the Room Reservation Policy. Please be considerate of your fellow students. Failure to comply may result in loss of the privilege to make room reservations.
- Rooms cannot be reserved or held by placing personal belongings in them.
- Users are responsible for their personal property at all times and should never leave items unattended. The library takes no responsibility for any items left in a study room. You are not able to lock the study room door.
- All groups and individuals must promptly exit a study room that has been reserved. Courtesy and civility in the use and yielding of the rooms to others is required. Users **MUST** yield the room to someone with a valid reservation.
- You may remain in your room after the end of your reserved time if no one else has scheduled the room.
- Reservations are necessary to assure room availability. You may only reserve a room that you will be occupying. You may not reserve a room for another individual.

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 a pencil-sharpener, paper-cutter, scissors, stapler and hole-punch for patron use in each of the Photocopy Rooms. Please do not remove these items from the Photocopy Rooms. Report any broken or malfunctioning equipment to the Circulation Desk. Equipment located in staff areas is for library staff use only.

Student Employment Opportunities

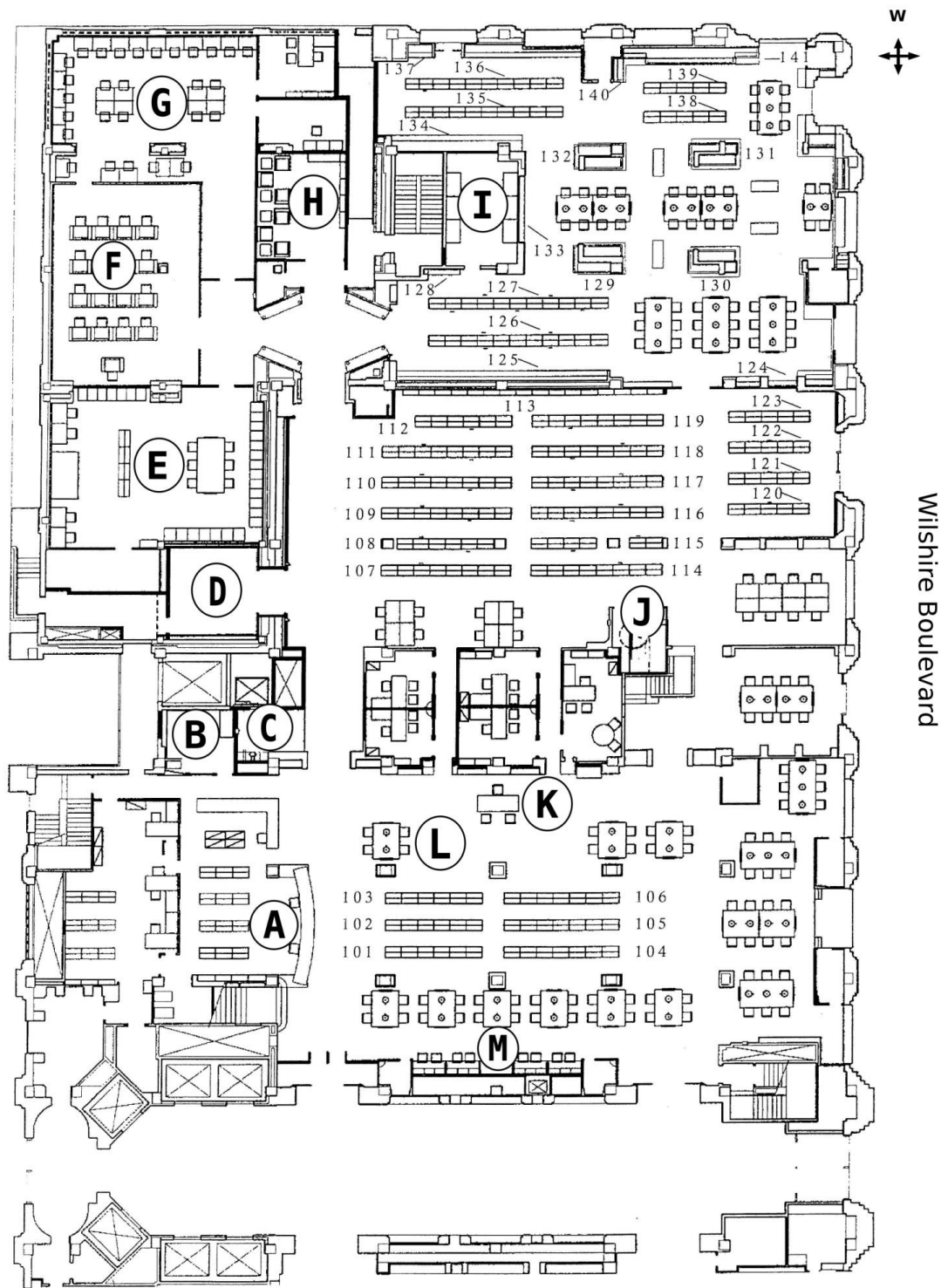
Throughout the year (including summer), the library employs students for part-time day, evening and weekend work. Students must be eligible for Federal Work-Study funding. For more information, please contact Aaron Brown at the Circulation Desk, or by email to akbrown@swlaw.edu.

Directory of Services and Facilities

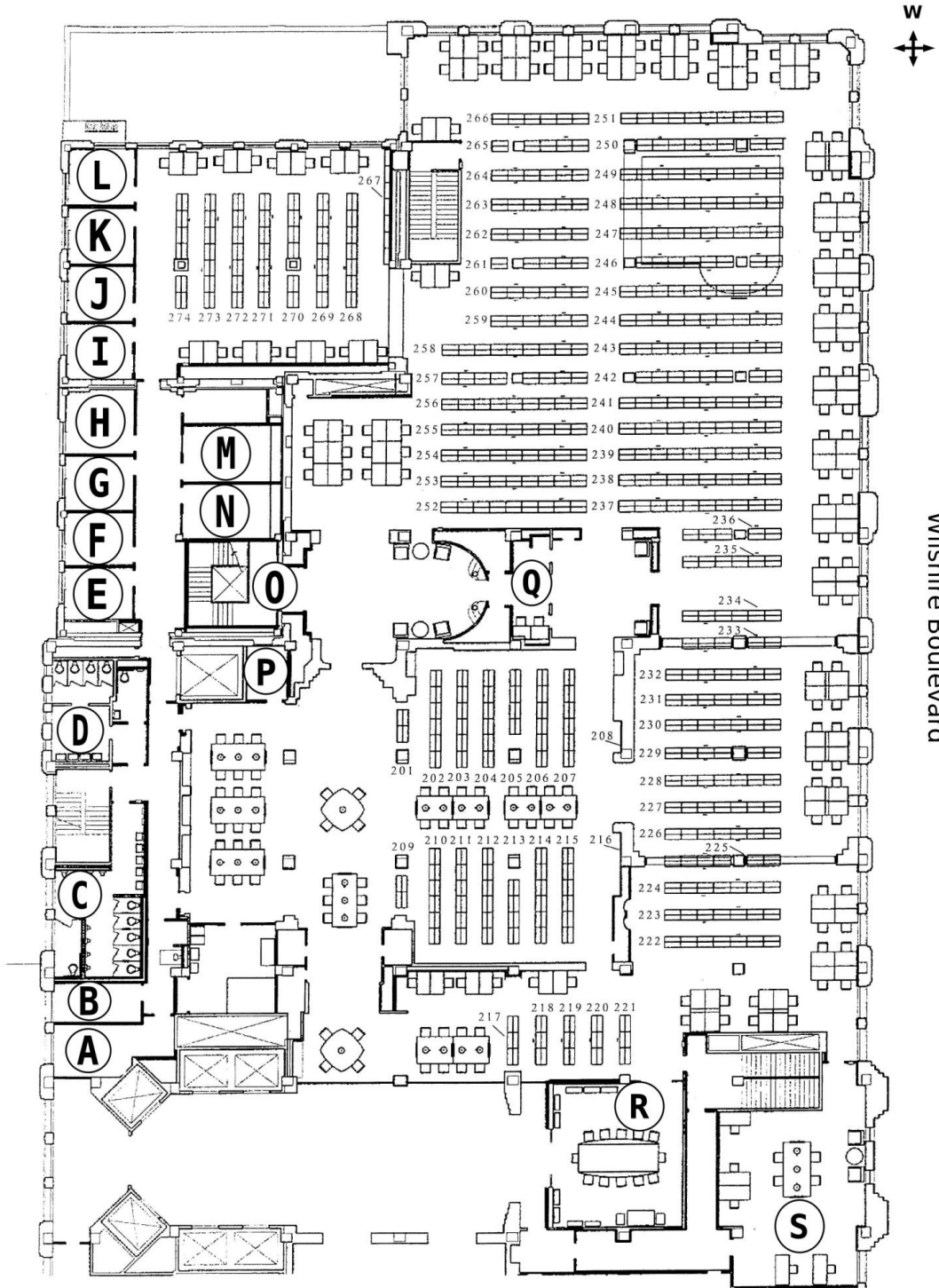
Arleigh Maddox Woods Reading Room	First Floor	H
Catalog	First Floor	L
Catalog	Lower Level	E
Catalog	Second Floor	Q
Circulation Desk	First Floor	A
Computer Classroom	First Floor	F
Computer Lab	First Floor	G
Elevator	First Floor	C
Elevator	Lower Level	B
Elevator	Second Floor	P
Faculty Research Room	Second 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
Library Administration	Mezzanine	
Library Technical Services	Mezzanine	
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

First Floor



Second Floor



Lower Level

