

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### Law Library Policies

**Administrative policy approved July 22, 2022. Effective immediately.**

**Revision history:** Formerly a part of the annually revised Student Handbook; established as a standalone policy August 2022; technical edits made May 2024.

**Related policies:** Law Library Collection Development Policy; Law Library Mission and Goals; Computer and Network Use Policy

**Scheduled Review Date:** June 2025 (Law Library)

The primary function of the Leigh H. Taylor Law Library is to support the study and research activities of the Southwestern legal community. Library rules and regulations are few and have been designed to make resources available on an equitable basis. The library functions best if each patron is considerate of others at all times when using the library. As such, library disturbances are not permitted (e.g., answering or other use of cell phones, or loud vocal exchanges) and are grounds for immediate removal from the library. Users must dispose of all trash and leave the area clean for the next person. Personal belongings and laptop computers should not be left unattended in the library. Children under the age of 14 may not be left unattended in the library.

Library services and policies are described briefly below. Additional information is available on the library website at <http://library.swlaw.edu>. Please note that violations of library rules and regulations, especially any misuse of library materials that jeopardizes the work of other students, may be reported to the Honor Code Committee. Violation of library rules may also result in suspension of library privileges.

Regular library hours are subject to change and can be found on the library website <http://library.swlaw.edu>.

Changes in this schedule will be made during holidays, vacations, and summer sessions, and will be posted in advance at the library entrance and on the library website <http://library.swlaw.edu>. Students may also call (213) 738-6728 for a recording of current library hours.

## **A. Library Cards**

The law school ID activates the electronic door release at the library entrance. The card must be carried at all times. The same card also serves as a library card and must be presented to check out library materials.

## **B. Circulation**

### **1. Books**

Southwestern has an extensive treatise collection, most of which circulates. Typical of most law libraries, certain materials, such as reporters, codes, citators, digests, looseleaf services, reference works, law reviews, and journals, are intended for library use only.

Circulating books may be borrowed for 14 calendar days unless a book is requested by another library user. In this case, the loan period may be reduced to a minimum of seven calendar days for the original borrower.

Book loans can be renewed if the need for the book extends beyond 14 calendar days. Up to 6 renewal periods of 14 calendar days each are allowed. Renewals will be granted unless the book has been requested by another library user. To renew, contact the circulation desk in person (with or without the book), call (213) 738-5771, or renew online using My Library Account at <http://library.swlaw.edu/patroninfo>. Promptly renewing a loan is an easy, painless procedure.

### **2. Reserve materials**

Reserve materials circulate for two hours. Reserve items may be renewed for up to eight renewal periods of two hours each, unless the item is requested by another library user. Reserve books checked out within two hours of library closing are due within two hours of the library opening the next morning.

### **3. Videotapes and DVDs**

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

## **C. Overdue Materials and Fines**

The collection of fines is currently suspended and is under review.

## **D. Group Study Rooms**

To use a Study Room you must make a reservation. Study Room capacity is limited to four students. Rooms are booked in two-hour increments. Each student may make one reservation per day. Students who wish to study together should each make their own reservation for consecutive hours.

The complete Study Room Reservation Policy is available on the library website at <http://library.swlaw.edu>. Violation of these policies may result in the loss of the room use privileges.

**E. Computer Lab and Network Services**

The computer lab is located on the first floor of the library. There is no charge to students for the use of lab services, with the exception of printing, which has a per-page charge. All use of library computing and network equipment is governed by Southwestern's *Computer and Network Use Policy*, available on the Institutional Policies page of the Southwestern website. Use of library equipment constitutes acceptance of the terms of this policy.

Basic computer troubleshooting assistance is available from library staff. For other questions, please contact the Information Technology department at [ithelp@swlaw.edu](mailto:ithelp@swlaw.edu) or in W410.

**F. Policy Revisions**

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.