



Southwestern Law School Leigh H. Taylor Law Library Membership Program

Southwestern Law School's Leigh H. Taylor Law Library is a privately-funded research facility with the primary purpose of supporting the study and research needs of Southwestern students and faculty. As a service to the legal community, the Library offers a Law Library Membership Program to provide access to attorneys who are not affiliated with Southwestern. A membership card is required for admission to the library.

Law Library members will have access to a 500,000 volume collection housed in a landmark facility. Members may use the library's online catalog and a number of web-based indexes, databases and citators at the public terminals on each of the library's three floors. Photocopiers are also available on the first floor and the lower level. Electrical outlets are provided at each table and study carrel for the convenience of laptop computer users. Members can access the Internet on the law school's unencrypted wireless network. Reserve collection books may be checked out for use within the library. Reference librarians are available to assist with locating and using materials.

Individuals considering membership should also be aware of certain limitations. The membership program does not provide borrowing privileges or access to electronic resources such as LexisNexis and Westlaw. Computers in the Computer Lab and Learning Centers are reserved exclusively for Southwestern students and faculty. Group Study rooms are also reserved exclusively for Southwestern students.

Membership may be canceled by the patron or the law school upon thirty days written notice and surrender of the membership card(s). A pro-rata return of membership dues will be made. Failure to follow library rules or misuse or theft of library materials may result in the immediate forfeiture of the membership with no refund of dues.

Application for Law Library Membership

- _____ Individual Attorney
\$350 per year
One Card

- _____ Institutional (law firms, corporate counsel)
\$1,000 per year
Four Cards, additional cards at \$150 each

- _____ Non-Profit Organization (government, public interest)
\$100 per year
One card, additional cards at \$50 each

The membership year runs from January 1 to December 31. Fees are prorated during the membership year. If you wish to join after January 15, please see the attached table for the applicable fee.

Date of Application _____

Name of Applicant _____

State Bar # for Individuals _____

Name of Contact
for Firms and Organizations _____

Billing Address _____

Telephone Number _____

Email address _____

Payment must accompany application. Please send application to Law Library
Administrative Offices, Southwestern Law School, 3050 Wilshire Blvd. Los Angeles, CA
90010.



Law Library Membership Rules

- 1. Applications for Membership and Payment of Membership Fees.** Applications for membership accompanied by payment of the first year's dues should be sent to Law Library Administrative Offices, Southwestern Law School, 3050 Wilshire Blvd., Los Angeles, CA 90010. Checks should be payable to Southwestern Law School. All memberships expire on December 31. Membership fees will be prorated on a monthly basis for those who join during the membership year. The prorated fee schedule is attached. Memberships beginning in November or December will remain active until December 31 of the following year.
- 2. Cost of Membership.** Membership fees are as follows:
 - Individual attorney membership. \$350 per year. Entitles the member to one user card which can be used by the member or an employee of the member.
 - Institutional membership (law firms, corporate counsel). \$1,000 per year. Entitles member to four user cards. Additional cards are \$150 each per year. Use of cards is limited to owners and employees of the institutional member.
 - Non-profit organization membership (attorney employees of government agencies, non-profit public interest and legal services organizations). \$100 per year. Entitles member to one user card. Additional cards are \$50 each per year. Use of the card is limited to employees of the member organization.
- 3. Effective Dates of Membership.** Membership is effective upon receipt of your membership card. Please allow ten days for processing. You will receive your card by mail. **A card must be presented to gain admission to the law library.**
- 4. Privileges of Membership.** Law Library membership entitles the member to use the law library during all regular hours of service. Please note that law library hours are reduced during holidays and between semesters. Library hours are available at <http://library.swlaw.edu/screens/libhours.html> or by recorded message at (213) 738-6728. Basic reference service is available during those hours when a reference librarian is on duty. Staff will provide a username and password for members wishing to access the Internet via the law school's unencrypted wireless network. Member access to the library's subscription-based electronic services depends on licensing restrictions. Many services, other than LexisNexis and Westlaw, allow on-site access by members. A few allow remote access with bar code authentication. The list of databases is available at http://www.swlaw.edu/library/electronic_resources.

Members must comply with rules set out in the Library Guide. The Library Guide is available at the Law Library's web site: <http://library.swlaw.edu> . Use of the law library's computer labs, learning centers, network, Lexis and Westlaw resources are reserved exclusively for Southwestern students.

5. **Circulation of Books.** Members may check out reserve books for use within the library, but may not check out books for use outside the library. Fines will be charged for overdue reserve books. Members who attempt to remove books or other library property from the library will forfeit their membership.
6. **Photocopiers.** Self-service photocopiers in the library are activated by debit cards. Debit cards can be purchased from vending machines in the library. Vending machines are also used to add value to the cards. The current photocopy rate is \$0.10 per page. The library does not provide a photocopy or fax service.
7. **Parking.** The entrance to the Southwestern parking lot is on Wilshire Place, near Seventh Street. The fee is \$6.00 at the kiosk. Members can have parking value added to their card by Administrative Services in Room 100 of the Westmoreland building.
8. **Use of Other Law School Facilities.** Law library membership does not entitle the member to use classrooms or other law school facilities, with the exception of dining services in the fifth floor Tea Room during its regular business hours.

Southwestern Law School
Leigh H. Taylor Law Library
Fee Table for Partial Year Membership

	Individual	Non-Profit	Firm
January	\$350	\$100	\$1000
February	\$320	\$90	\$915
March	\$290	\$85	\$835
April	\$260	\$75	\$750
May	\$235	\$65	\$665
June	\$205	\$60	\$540
July	\$175	\$50	\$500
August	\$145	\$40	\$415
September	\$115	\$35	\$335
October	\$85	\$25	\$165
November	\$350	\$100	\$1000
December	\$350	\$100	\$1000

Members joining in November or December will have access to the Library until December 31st of the next calendar year.