



LOS ANGELES,
CALIFORNIA

SOUTHWESTERN

LAW SCHOOL

*Leigh H. Taylor Law Library
Services and Policies*

2009-2010

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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. A great deal of care and creativity went into providing the technology needed in a modern law library while preserving the original art deco beauty of this building. It is hoped 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 497,000 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
LeVont Crockett	Library Office Assistant	(213) 738-6723

Public Services

Carole Weiner	Associate Director	(213) 738-6851
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Reference (213) 738-6725

David McFadden	Senior Reference Librarian	(213) 738-6726
Sharrel Gerlach	Reference/Online Services Librarian	(213) 738-5775
Dennis Ladd	Reference/Gov't Documents Librarian	(213) 738-6727

Circulation (213) 738-6728

Aaron Brown	Circulation Supervisor	(213) 738-5771
Rachelle Bedia-Nitrini	Circulation Specialist	(213) 738-5771
Maxine Sawoya	Circulation Specialist/Stack Supervisor	(213) 738-5771
Kyla Tolentino	Shelver/Cataloging Assistant	(213) 738-6724

Computing Services (213) 738-5776

Mario Brooks	Network Services Administrator	(213) 738-5712
Bianca Ghazarian	Computer Services Assistant	(213) 738-6627
Connie Ng	Computer Services Assistant	(213) 738-6886

Technical Services

Systems

Tracy Tsui	Systems Librarian	(213) 738-5778
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Acquisitions

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

Connie Deng	Catalog Librarian	(213) 738-5779
Aida Gruber	Cataloging Specialist	(213) 738-6724
Kyla Tolentino	Shelver/Cataloging Assistant	(213) 738-6724

Serials

Lorena Sanchez	Head of Serials	(213) 738-5780
Brian Flores	Serials Specialist	(213) 738-6724
Dana Gabbard	Government Documents Specialist	(213) 738-6724
Mauricio Ortiz	Serials Specialist	(213) 738-6724

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 at the Security Station, or by calling (213) 738-6723);
- 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, call the circulation Desk at (213) 738-5771);
- Persons wishing to use government documents. The government documents collection is available Monday - Friday, 9:00 a.m. through 5:00 p.m., and at additional hours during evenings and weekends when a Reference Librarian is on duty. Use of the library by patrons in this category is restricted to government depository materials and related indexes and finding aids. Please see a Reference Librarian or call (213) 738-6725 for more information.

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 an Alumni access card, which can be purchased at the Circulation Desk after verification of alumni status. Children under the age of 14 years who enter the library with authorized users may not be left unattended in the library. Individuals wishing to use U.S. government documents should sign the visitor's register before being directed to a Reference Librarian.

Hours

Regular hours during the Fall and Spring sessions are:

Monday - Thursday	7:00a.m.	to	12:00a.m.
Friday	7:00a.m.	to	10:00p.m.
Saturday	9:00a.m.	to	9:00 p.m.
Sunday	9:00a.m.	to	10:00p.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://library.swlaw.edu>. 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 across from the elevator, 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	9:00 a.m.	to	5:00 p.m.
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, library.swlaw.edu, is the gateway to the print, microform, audio-visual and electronic resources in the library collection.

The catalog is easy to use and can be searched by key word, title, and author. Each record retrieved furnishes a "Location," such as *Main Stacks, California Section, International, General*

Collection, Reserve, Reference, or Periodicals, to direct patrons to the appropriate collection. Click on any location link to display a library map highlighting the location. The "Call #" provides the exact shelf location of the item within the collection. "Status" indicates whether or not the material has been checked out to another patron.

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.

Government Documents

Southwestern has been a selective depository for United States government documents since 1975. Government documents are useful in many areas of legal research, as they include administrative decisions, agency publications, and congressional hearings, reports, and bills. Although some of the library's documents have been integrated into the main cataloged collection, most of the print documents are shelved on the lower level (shelves 1-6). Materials in this area are arranged according to the Superintendent of Documents classification system. A large portion of the collection, including most congressional publications, is in microform housed in the Microform Room on the first floor.

Serial titles and recent documents are reflected in the online catalog, and a project is underway to add earlier materials. Access to documents not included in the online catalog can be accomplished in a variety of ways. The Congressional Information Service (CIS) Index is the most helpful source for congressional publications. The CIS Index is available electronically using the LexisNexis Congressional link from **library.swlaw.edu**. For other types of documents, use the Marcive link from **library.swlaw.edu**. Government statistical information is available in the ASI Index and LexisNexis Statistical. For assistance in using any of these sources, please ask a Reference Librarian.

Many federal government documents are now published in electronic form only. Public terminals for accessing the Federal Depository Library Program's Electronic Collection are located on the first floor near the reference desk. There is no charge for searching the government web sites. Users who want to download information should bring a compact disk or flash drive. Printing is available at the usual charge of 7 cents per page.

The document collection is open to the general public at all times that reference service is provided. Please call (213) 738-6725 to make any special arrangements.

LexisNexis® and Westlaw®

LexisNexis and Westlaw are online search services containing the full texts of state and federal case and statutory law and a growing array of administrative and secondary materials. Please note that Southwestern's contracts with LexisNexis and Westlaw restrict the use of these databases to Southwestern students, faculty and staff for law school-related, educational research. The rules on use of the services during externship placements vary, so students should check the *LexisNexis* and *Westlaw* web sites (www.lexisnexis.com/lawschool and www.lawschool.westlaw.com) for the most current information.

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

On campus printing options for LexisNexis and Westlaw include printing to the high-speed laser printers located behind the Circulation Desk (at no charge), downloading to disk, sending search results to an email address, or sending it to the attached printer (charge of 7 cents per page) located in the Computer Lab. Printouts must be picked up from the Circulation Desk within forty-eight hours due to the high volume of printing. We urge, for the sake of the environment, that you print only what you actually intend to read. Please note that transfer and visiting students should obtain Southwestern passwords at the Reference Desk in order to have the appropriate local print options.

LexisNexis and Westlaw student representatives are available during the Fall and Spring semesters to answer questions or provide quick refreshers. Their office hours are posted in the Learning Centers along with contact information. In addition, LexisNexis and Westlaw customer service is available during all hours of library operation through automatic dial telephones in the first floor Computer Lab and Learning Centers on the lower level.

Southwestern alumni can access both LexisNexis and Westlaw for career searching by obtaining LexisNexis and Westlaw passwords from Placement. Access is restricted to the career databases that LexisNexis and Westlaw elect to make available to alumni.

Alumni and other patrons can access Shepard's on LexisNexis. This service is available on three specially designated computers near the Reference Desk.

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 library.swlaw.edu. Highlights of offerings include

- Hein Online
- BNA Online

- Making of Modern Law
- CCH Business and Finance Research Network
- CCH Business Compliance Research Network
- Legaltrac
- Index to Legal Periodicals
- JSTOR Arts & Sciences collections
- Congressional Universe and Statistical Universe
- Social Sciences Full Text.

Brief descriptions of each of these services can be found on the Electronic Resources page.

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. 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.

Audiovisual Materials

The library's video and DVD collection focuses on trial practice skills and law-related feature films. A *List of Popular, Legal-Theme Videos Available at the Library* 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 Light Reading Room (first floor map-K). 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 600 interactive lessons in 30 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 which can be found at

<http://www.swlaw.edu/library/technology/studyaids> after logging in with a Southwestern user name and email password.

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. Typical of most law libraries, Southwestern intends reporters, codes, citators, digests, looseleaf services, reference works, law reviews, and journals for use inside the library only.

To determine if a book can be borrowed, look inside the front cover. Newer books will be stamped **CIRCULATES**; earlier books may be stamped **CIRCULATES 5 DAYS** or **CIRCULATES 2 DAYS**. Regardless of the loan period designated in the book, all circulating books may be borrowed by students for 14 days, unless a 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. All reserve materials must be returned before library closing time.

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 out. 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 will be sent out. 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 payable in the Registrar's 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. Most students will find it convenient to wait until a statement is sent in the mail (around the 15th of each month) and the charge is added to their student accounts. The monthly statement will include all fines, including those under \$2.00.

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 "View your own circulation record" option from the main menu of the online catalog.

LIBRARY USE POLICIES

Food and Drink

Food and beverages are not permitted in the library, with the following two exceptions:

- Water (plain, non-flavored, non-colored water) is permitted in water bottles with leak proof lids, either twist-on or sports-type, that close securely.
- Other beverages are permitted only if they are in closed, spill-proof, non-breakable, commuter-type mug with a sturdy, snug-fitting top that can be closed when not in use. Examples of acceptable containers can be viewed at the Circulation Desk.

Food of any type, Styrofoam, paper, plastic or disposable cups with plastic lids, open containers of any kind, cans and bottles are prohibited and will be confiscated. These rules are essential for the preservation of library materials, furnishings and equipment. The library's custom furniture and carpets were costly, and must last well into the future. The library staff is committed to preserving for future law students the pleasant study and research environment that students enjoy today. Your cooperation is appreciated.

Smoking

Smoking 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. If you are bothered by persistent conversation from those around you, please do not hesitate to report the problem to 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 carries 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 the collection. 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. Individuals who are loud and disruptive will be required to leave the library.

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. The library participates in the OCLC Resource Sharing 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 one to two weeks from the time of request. Because of the time and expense involved, students may prefer to visit other research libraries in the Los Angeles area. The reference staff can assist you with identifying the appropriate collection for your needs. For more information about this service or to make a request, contact Carole Weiner at 738-6851.

Photocopiers

Photocopier rooms are located on the lower level and the first floor of the library. A copy card is needed to activate the copiers. Copy cards can be purchased from the vending machines in both photocopy rooms on the first floor. A one-dollar bill is needed to purchase the card. Value can be added to the card in one, five, ten and twenty dollar increments. Please note that the vending machines do not make change. Instructions are clearly marked on the machines.

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 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, subscription databases, and the Internet, and do not require a login. The library is served by both hardwired and wireless networks for laptop users. Information on computing services is available at <http://www.swlaw.edu/library/technology>.

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 check-out privileges suspended.

Students can make reservations for their group at the Circulation Desk or by calling (213) 738-5771. Reservations can be made up to one week in advance, and one 2-hour reservation per group per day is allowed. Renewals will be allowed at the end of the 2 hour period unless another group has reserved the room. As a courtesy to other users, please cancel your reservation if plans change. Cancel by calling the Circulation Desk at (213) 738-5771. If a group is more than 10 minutes late, the reservation will be forfeited and the key may be checked out by another group.

Keys to group study rooms that have not been reserved in advance can be checked out by groups on a first-come, first-served basis. The check-out period is 2 hours. Renewals will be allowed at the end of the 2 hour period unless another group has reserved the room.

Group study room keys must be returned to the Circulation Desk if the group leaves the library. If you are taking a short break, leave the key in the designated tray at the Circulation Desk. If a room is left unoccupied for more than 15 minutes, the room will be made available to other students requesting a group study room. Please do not leave personal belongings unattended in a study room. The library will not be responsible for any personal belongings left in the room by previous occupants. If you are taking a longer break, for example to go to class, lunch or the fitness center, the key must be returned to circulation staff so that the room can be used by other students.

Overdue fines will not be charged, but there is a replacement fee for lost keys.

Individuals may check-out group study room keys on a non-reservation first-come, first-served basis, but must vacate the room if the room is needed by a group. If a room had been reserved by a group, but is being used by an individual, that individual must vacate the room if it is needed by a group that is actually present in the library. The library staff reserves the right to enter at any time and to reassign rooms as needed to maximize the number of students served.

As with all areas of the library, food and beverages, with the exception of bottled water and beverages in approved spill-proof containers, are not allowed.

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 Carole Weiner at (213) 738-6851. Applications for employment are available at the Circulation Desk.

THE MCCOMB LIBRARY

The library houses the books, case files and memorabilia that comprised the personal library of the late California Supreme Court Justice Marshall F. McComb. Justice McComb became nationally known for his work on court reform while serving on the Los Angeles Superior Court in the 1930s. He served on the Court of Appeal from 1937 to 1956 and on the California Supreme Court from 1956 to 1977.

Materials having the online catalog location "McComb Room" reside in the room dedicated to the Justice, found on the east side of the second floor. Please see a Reference Librarian for assistance with these materials. Mrs. Margherite McComb, wife of the Justice, now deceased, provided major support for the McComb library and for important parts of the California law collection.

Directory of Frequently Used Materials

	<i>Floor</i>	<i>Shelf #</i>	<i>Call #</i>
ALR (American Law reports), 1 st - 5 th & Fed.	Second Floor	223-224	KF 132
Am Jur (American Jurisprudence), 1 st - 2 nd	Second Floor	225-227	KF 154
Antitrust materials	Second Floor	240	KF 1640
Atlantic Reporter and Digest	Lower Level	49-50	KF 135 A7
BAJI and CACI (California Civil Jury Instructions)	First Floor/Res	141/Res	KFC 1047
Bankruptcy Reporter	Second Floor	239-240	KF 1516

Black's Law Dictionary	Reference/Res	104/Res	KF 156
CALCRIM and CALJIC (Calif. Criminal Jury Inst)	First Floor/Res	141/Res	KFC 1171
CJS (Corpus Juris Secundum)	Second Floor	226	KF 154
California			
Attorney General Opinions	First Floor	139	KFC 780
Code of Regulations	First Floor	132	KFC 35
Deering's California Codes Annotated		First Floor	129-130
Digests	First Floor	127	KFC 57
Form Books	First Floor	131-132	KFC 68
Judicial Council Forms	First Floor/Res	136/Res	KFC 30.5
Shepard's Citators	First Floor	128/Online	
West's Annotated California Codes	First Floor	129	
California Code Forms (West's)	First Floor	131	KFC 68
California Forms of Pleading and Practice	First Floor	131	KFC 68
California Legal Forms	First Floor	132	KFC 68
California Appellate Reports	First Floor	126-127	
Cal Jur (California Jurisprudence)	First Floor	133	KFC 80
California Points and Authorities	First Floor	132	KFC 68
California Reporter	First Floor	125	KFC 42
California Reports	First Floor	126	
California Rules of Court	First Floor/Res	139/Res	KFC 992
California Transaction Forms	First Floor	131	KFC 68
Code of Federal Regulations (CFR)	First Floor	112	KF 70
Congressional Record	First Floor	108-109	KF 35
Copyright Law Reporter	Second Floor	243	KF 2991.5
Criminal Law Reporter	Second Floor	265	KF 9615
English Law Reports	Second Floor	212-214	KD 270-296
Entertainment Law	Second Floor	244	KF 3030
Environmental Law	Second Floor	248	KF 3775
Federal Jury Practice and Instructions	Second Floor	264/Res	KF 8984
Federal Practice and Procedure (Wright & Miller)	Second Floor	261	KF 8840
Federal Practice Digest, West's, 1 st - 4 th	First Floor	122-123	KF 127
Federal Register	First Floor	111-112	KF 70

Federal Reporter	First Floor	115-117	KF 105
Federal Rules Decisions	Second Floor	260-261	KF 8830
Federal Supplement	First Floor	118-121	KF 120
Immigration Law	Second Floor	251	KF 4800
International Law and Trade	Second Floor	201-215	JX - KDZ
Labor Law Reporter	Second Floor	245	KF 3310
Law Reviews	Lower Level	13-48	K 1-K 29
Lawyers' Edition, U.S. Supreme Court Reports	First Floor	114	KF 101 A313
Los Angeles Daily Journal	Light Reading Room/Res		
Moore's Federal Practice	Second Floor	259	KF 8716.5
New York Supplement	Lower Level	10	
North Eastern Reporter	Lower Level	51-52	KF 135 N6
North Western Reporter and Digest	Lower Level	52-54	KF 135 N7
Pacific Reporter and Digest	Lower Level	54-56	KF 135 P2
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Restatements of the Law (ALI)	Second Floor	231-232	KF 395
South Eastern Reporter and Digest	Lower Level	57	KF 135 S6
South Western Reporter	Lower Level	58-60	KF 135 S7
Southern Reporter	Lower Level	60-61	KF 135 S8
Statutes at Large	First Floor	110	KF 50
Supreme Court Reporter	First Floor	114-115	KF 101 A322
Tax Law collection	Second Floor	252-258	KF 6200-6600
Uniform Commercial Code Reporting Service	Second Floor	235	KF 885
Uniform Laws Annotated	Second Floor	226	KF 165
United States Codes	First Floor	110-111	KF 62
United States Reports	First Floor	113	KF101 A212
United States Treaties & other Int'l. Agreements	Second Floor	203	JX 231
Witkin			
California Criminal Law	First Floor/Res	141/Res	KFC 1100
California Evidence	First Floor/Res	141/Res	KFC 1030
California Procedure	First Floor/Res	141/Res	KFC 995
Summary of California Law	First Floor/Res	131/Res	KFC 80
Words and Phrases	Second Floor	226	KF 156

Directory of Services and Facilities

Catalog	First Floor	D
Catalog	Lower Level	B
Catalog	Second Floor	C
Circulation Desk	First Floor	A
Computer Classroom	First Floor	I
Computer Lab	First Floor	J
Elevator	First Floor	E
Elevator	Lower Level	E
Elevator	Second Floor	B
Faculty Research Room	Second Floor	F
Group Study Room 1	Second Floor	G
Group Study Room 2	Second Floor	H
Group Study Room 3	Second Floor	I
Group Study Room 4	Second Floor	J
Group Study Room 5	Second Floor	K
Group Study Room 6	Second Floor	L
Group Study Room 7	Second Floor	M
Group Study Room 8	Second Floor	N
Group Study Room 9	Second Floor	O
Group Study Room 10	Second Floor	P
Group Study Room 11	Second Floor	S
Group Study Room 12	Second Floor	T
Index Table	First Floor	B
Legal Research Classroom	Lower Level	H
LEXIS Learning Center	Lower Level	D
Library Administration	Mezzanine	
Library Technical Services	Mezzanine	
Light Reading Room	First Floor	K
McComb Conference Room	Second Floor	E
Men's Restroom	Lower Level	I
Men's Restroom	Second Floor	R
Microform Room	First Floor	H
Newspapers	First Floor	K
Online Public Access Catalog	First Floor	D
Online Public Access Catalog	Lower Level	B
Online Public Access Catalog	Second Floor	C
Photocopiers	First Floor	F, M
Photocopier	Lower Level	C
Reference Desk & Offices	First Floor	C
Reserve Desk	First Floor	A
Restrooms	Lower Level	I, J
Restrooms	Second Floor	Q, R
Stairs	First Floor	G
Stairs	Lower Level	A
Stairs	Second Floor	A
Telephones	Lower Level	F

Video Playback Room	First Floor	L
Video Tapes	First Floor	A
Westlaw Learning Center	Lower Level	G
Women's Restroom	Lower Level	J
Women's Restroom	Second Floor	Q







