



SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard · Los Angeles, CA 90010-1106

Leigh H. Taylor Law Library Bar Study Access Card Application

Bar Study Access Policy for Graduates of Other ABA-Approved Law Schools

The Law Library offers a Bar Study Card for graduates of other ABA-approved law schools who wish to use Southwestern's library to study for the bar exam. These cards are available at the end of Southwestern exam periods through the end of the following California bar exam administration (e.g., late December through February and mid-May through July). Cards must be purchased during regular Administrative Services Office business hours:

Monday-Thursday	9:00 am-5:45 pm
Friday	9:00 am-1:45 pm

To obtain a card, complete the Bar Study Card Application and present the following at the Library Circulation Desk to document your identity, law school attended, and that you are studying for the next bar exam administration:

- 1) a government-issued photo ID,
- 2) ABA-approved law school ID, transcript or letter from the registrar, **and**
- 3) bar review course ID or registration confirmation from the State Bar.

Once your application is approved, you will be directed to Administrative Services in the Westmoreland Building, where the \$25 fee will be collected (cash or check), your photograph will be taken, and your ID card will be printed. You may also inquire about the availability of campus parking at this time.

The Bar Study Card allows the holder to use the library to studying for the bar exam and for no other purpose. The card does not permit the holder to use the library's group study rooms, computer lab, learning centers, LexisNexis or Westlaw. Internet access through the wireless network is available. The username and password can be requested at the Circulation Desk. Bar Study Cards must be carried at all times while on campus. Users are subject to all library rules and cards may be revoked upon any violation.

Important Library Use Policies

Food and Drink

Beverages in secure lidded containers and small snack items that are not messy, noisy or strong-smelling are permitted in the library. Please dispose of all trash in trash receptacles located throughout the library and leave all spaces clean for the next person.

Smoking

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

Noise and Cellular Phones

Noise from conversation is the most frequent source of complaint from library users. Conversation and other unnecessary noise should be kept to a minimum. 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.

Emergencies and General Security

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. Please do not leave your valuables, study materials and especially, laptop computers unattended.



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Bar Study Access Card Application**

Name _____

Name of Law School _____ Year of Graduation _____

Local Address and Phone Number:

Street Address _____

City/State _____ Zip _____

Telephone _____ Email _____

Permanent Address and Phone Number (if different from local address):

Street Address _____

City/State _____ Zip _____

Telephone _____ Email _____

Signature _____ Date _____

FOR STAFF USE ONLY

ABA Law School graduate status verified? (student ID or other document) Yes No

ID verified with driver's license or other photo ID card? _____

Card number issued _____

Expiration Date _____ (Use Bar Studier default when keying record)

Patron Record Created? Yes No

Completed by _____ Date _____