



# SOUTHWESTERN LAW SCHOOL

3050 Wilshire Boulevard · Los Angeles, CA 90010-1106

## 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. In addition to the print collection, members have access to a number of electronic resources while on-site. These resources can be accessed from public terminals on each of the library's three floors or from the user's laptop computer. Two computers in the reference area provide access to a basic Westlaw subscription. Users may print Westlaw documents but there are per-session and per-day limitations on document download and email options.

Photocopier/printers are available on the first floor of the Library. 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 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. 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.

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.



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## Application for Law Library Membership

\_\_\_\_\_ Individual Attorney  
\$350 per year

\_\_\_\_\_ Attorney Employed by a Non-Profit Organization (government, public interest)  
\$100 per year

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 Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Please call the library's Acquisitions and Financial Manager at (213) 738-5777 during standard business hours for an appointment to submit your application and have your photograph taken.

### For Staff Use Only

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

Card # \_\_\_\_\_ Note \_\_\_\_\_

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

	Individual	Non-Profit
January	\$350	\$100
February	\$320	\$90
March	\$290	\$85
April	\$260	\$75
May	\$235	\$65
June	\$205	\$60
July	\$175	\$50
August	\$145	\$40
September	\$115	\$35
October	\$85	\$25
November	\$350	\$100
December	\$350	\$100

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

## Law Library Membership Rules and Procedures

**Applications for Membership and Payment of Membership Fees.** Please call the library's Acquisitions and Financial Manager at (213) 738-5777 during standard business hours to schedule an appointment. Please bring your completed application, bar card and payment. Checks should be payable to Southwestern Law School. Your photograph will be taken for inclusion on the library card. 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.

**Cost of Membership.** Membership fees are as follows:

Individual attorney membership. \$350 per year.

Non-profit organization membership (attorney employees of government agencies, non-profit public interest and legal services organizations). \$100 per year.

Access cards are not transferrable and can only be used by the member.

**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.

**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 wireless network. Member access to the library's subscription-based electronic services depends on licensing restrictions. Many services, other than LexisNexis, allow on-site access by members. A few allow remote access with bar code authentication. The list of databases is available at <http://libraryguides.swlaw.edu/eresources>.

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, and group study rooms are reserved exclusively for Southwestern students.

**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.

**Photocopiers.** Self-service photocopiers in the library are controlled by debit accounts. Users can create and add value to accounts at kiosks located in the copy rooms on the first floor. The current photocopy rate is \$0.10 per page. Scanning to a flash drive is \$0.03 per page. The library does not provide a photocopy or fax service.

**Parking.** The entrance to the Southwestern parking lot is on Wilshire Place, near Seventh Street. The fee is \$10.00 at the kiosk. Members can have parking value added to their card by Administrative Services in Room 100 of the Westmoreland building.

**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.