SOUTHWESTERN LAW SCHOOL
L O S   A N G E L E S

Leigh H. Taylor 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.

Related policies: [LIST POLICIES].

Scheduled Review Date: June 2024 (Law Library)

Due to the ongoing COVID-19 pandemic and Southwestern's commitment to the safety of the community, the library may be closed and/or have limited hours during the 2022-2023 academic year.

The primary function of the Leigh H. Taylor Law Library is to provide support for 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 (such as 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 access and other policies are available online 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 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 identification card activates the electronic door release at the library entrance. The card must be carried at all times. The same card also serves as a Southwestern 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.

- 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.

- 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.

For a full statement of group study room policies, please refer to the *Library Guide* found at http://library.swlaw.edu or https://swlawportal.swlaw.edu/resources/library/pages/default.aspx. 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*, found in the *General Law School Policies*. Use of the equipment constitutes acceptance of the terms of this policy.

Current information on services and supported software is available in the computer lab. Because the lab is a multi-user environment, students are advised to:

1.   Back up work regularly. An extra copy will minimize loss in the event of equipment failure, power failure or inadvertent user error.

2.   Change passwords regularly. Students are advised to change it immediately if someone has learned their password.

3.   Check your Southwestern email regularly. Delete messages and empty the e-mail trash folder on a regular basis.

4.   Students using their own computers to access the law school's networks must have a reputable anti-virus program with current virus definitions installed and must keep current with all critical security patches available for their operating system.