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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 law school use in 1997. This adaptive reuse project has drawn national attention to Southwestern. We hope that when you use the Library you will delight in the aesthetics, and that your study of the law will be enhanced and inspired by this setting. Please treat the facility with the care it deserves so that it can be enjoyed by future generations of the Southwestern community.

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 525,000 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 digital services which offer access to legal databases, indexes to periodicals, online tutorials, and word processing. Members of the Library's Reference Staff are legal information professionals who can assist you with these services, as well as the more traditional aspects of legal research. Do not hesitate to ask for assistance.

This guide outlines general Library policies and facilities. For help locating materials, please speak with a Reference Librarian. We hope you feel comfortable and your time here is pleasant.

Margaret Hall  
Associate Dean for Library Services  
and Professor of Law

## LIBRARY STAFF

Margaret Hall Associate Dean for Library Services  
and Professor of Law (213) 738-6729

### Public Services

Tiffani Willis Associate Director of the Law Library (213) 738-6791

### *Reference*

Reference Desk (213) 738-6725  
David McFadden Senior Reference Librarian (213) 738-6726  
Dinah Minkoff Reference Librarian (213) 738-6695

### *Circulation*

Circulation Desk (213) 738-6728  
Aaron Brown Head of Circulation Services (213) 738-5771  
Jack Delaney Circulation Associate (213) 738-5771  
Derek Taylor Circulation Associate (eve. & wknd) (213) 738-5771

### Collection Management

#### *Systems*

Tracy Tsui Systems Librarian (213) 738-5778

#### *Acquisitions*

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

#### *Cataloging*

Aida Gruber Cataloging Associate (213) 738-6724

#### *Serials*

Lorena Sanchez Head of Serials (213) 738-5780  
Mauricio Ortiz Serials Associate (213) 738-6838

## **ACCESS POLICIES\*\***

### **Library Access**



**Conversation/Group Study:** Students in study rooms, the main reference area, computer lab and classroom, and microform room may engage in conversation at a normal volume.

## Cell Phones

Set your cell phone to silent when entering the Library. The photocopy rooms on each floor of the Library can be used when answering a call is necessary. Please avoid talking as you walk to these locations. Cell phone use is also permitted inside study rooms when the door is closed. The main stairwell may not be used for telephone calls, as voices carry to all floors.

## Chairs and Furnishings

- < Ergonomic seat cushions are available on each floor in the photocopy rooms. Please return them to the cart when you are finished.
- < The light switch for 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.
- < Furniture should not be rearranged.

## Emergencies and General Security

- < The Library's goal is to provide a safe 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. Take a few minutes to walk around the Library to become familiar with emergency exit locations.
- < **Intercoms for communicating with Security** are located in each restroom and throughout the Library.
- < If you notice anything suspicious, please report it to Security or Library staff.
- < *Please **do not leave your valuables, study materials, and especially, laptop computers unattended.***

## **Violations**

Violations of Library rules, especially any misuse 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.

Southwestern personnel including Campus Security personnel may require that anyone who is disruptive to the academic environment, threatens the safety of others, or exhibits a disregard for Southwestern property, leave the Library and the campus.

## **SPECIAL LIBRARY SERVICES AND FACILITIES\*\***

### **Interlibrary Loan Service (ILL)**

For occasions when students or faculty need to obtain a copy of an article or borrow a book that the Law Library does not own, the Library may be able to obtain it from another institution. Please speak with a Reference Librarian about your request; they may be able to locate it for you or suggest an alternative within the Library's collection. Each lending library sets its own loan period and fee for materials borrowed/copied. We will attempt to borrow from a library that lends at no charge, but final costs are passed on to the requesting student. Generally, a requested item will arrive within 10-days. The Library will not request from a local library, and asks that you visit it instead. If the material that you need is from a local library and you would still like an ILL, please see Tiffani Willis. For more information about ILL or to make a request, send an email to

## **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

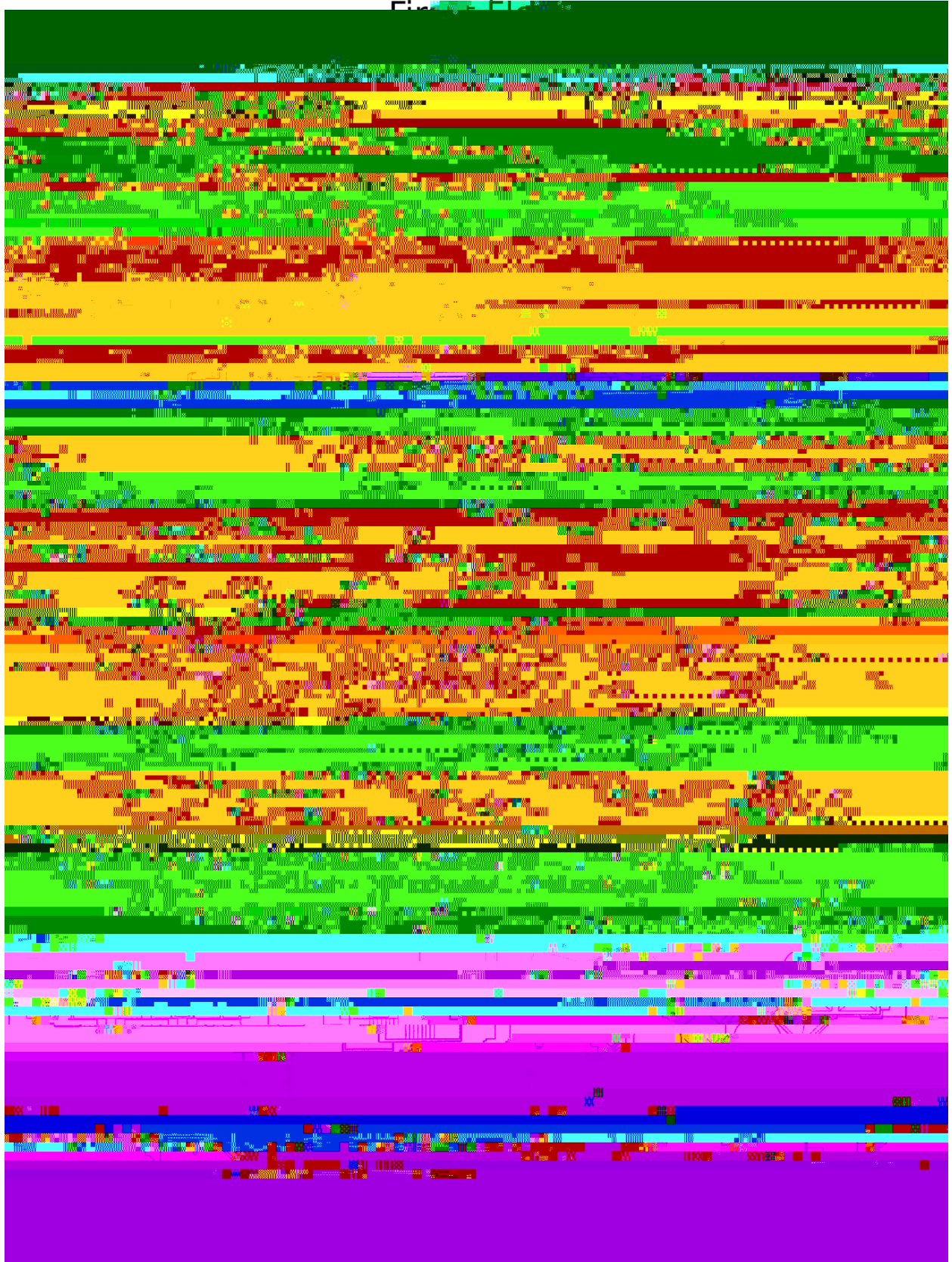


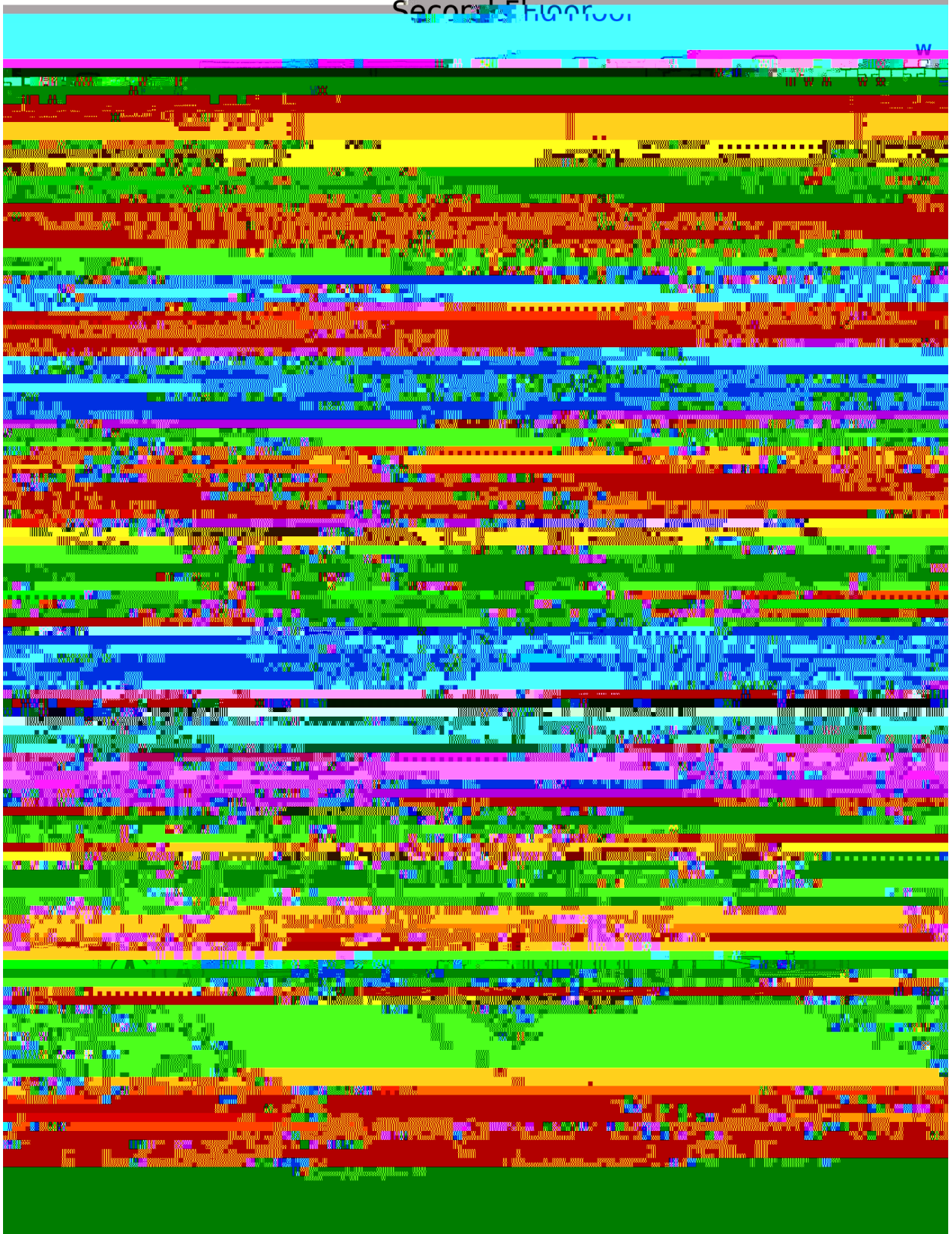
## **Lost and Found**

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.

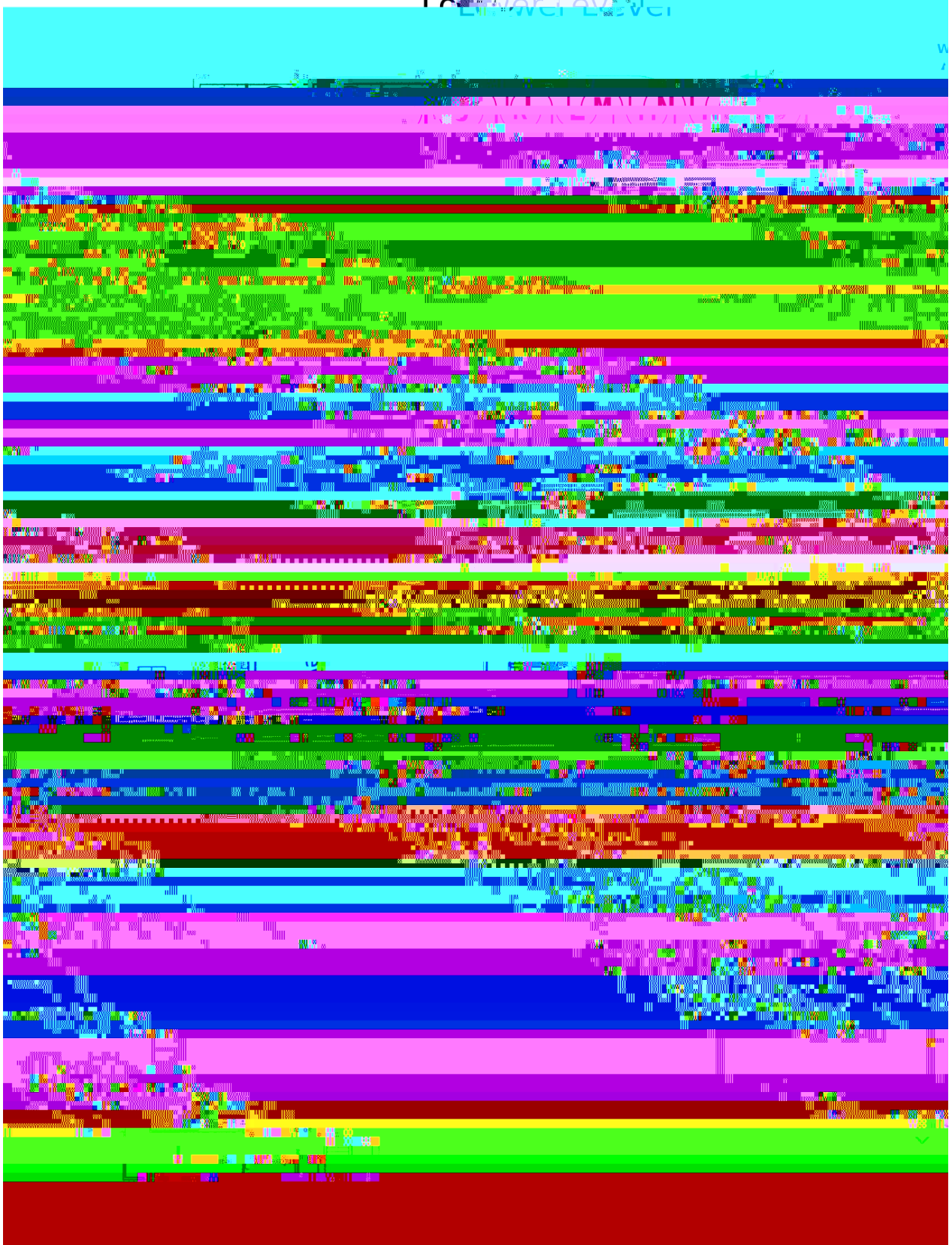
## **Office Equipment for Patron Use**

The Library provides office supplies for patron use in each of the photocopy rooms. Please do not remove these items. Report any broken or malfunctioning equipment to the Circulation Desk.





# Low-level



## Floor Map Key: Directory of Services and Facilities

Catalog	First Floor	L
Catalog	Lower Level	E
Catalog	Second Floor	Q
Circulation Desk	First Floor	A
Computer Classroom	First Floor	F
Computer Lab	First Floor	G
Elevator	First Floor	C
Elevator	Lower Level	B
Elevator	Second Floor	P
Faculty Research Room	Second Floor	S
Group Study Room 1	Second Floor	M
Group Study Room 2	Second Floor	N
Group Study Room 3	Second Floor	L
Group Study Room 4	Second Floor	K
Group Study Room 5	Second Floor	J
Group Study Room 6	Second Floor	I
Group Study Room 7	Second Floor	H
Group Study Room 8	Second Floor	G
Group Study Room 9	Second Floor	F
Group Study Room 10	Second Floor	E
Group Study Room 11	Second Floor	B
Group Study Room 12	Second Floor	A
Group Study Room LL1	Lower Level	G
Group Study Room LL2	Lower Level	H
Group Study Room LL3	Lower Level	I
Group Study Room LL4	Lower Level	J
Group Study Room LL5	Lower Level	K
Group Study Room LL6	Lower Level	L
Group Study Room LL7	Lower Level	M
Group Study Room LL8	Lower Level	N
Group Study Room LL9	Lower Level	O
Index Table	First Floor	M
Learning Center 1	Lower Level	S
Learning Center 2	Lower Level	F
Legal Research Classroom	Lower Level	R

Light Reading Room	First Floor	H
LRC	Lower Level	R
McComb Conference Room	Second Floor	R
Men's Restroom	Lower Level	Q
Men's Restroom	Second Floor	C
Microform Room	First Floor	E
Newspapers	First Floor	H
Online Public Access Catalog	First Floor	L
Online Public Access Catalog	Lower Level	E
Online Public Access Catalog	Second Floor	Q
Photocopiers	First Floor	B, J
Photocopier	Lower Level	D
Reference Desk & Offices	First Floor	K
Reserve Desk	First Floor	A
Restrooms	Lower Level	P,Q
Restrooms	Second Floor	C, D
Stairs	First Floor	D
Stairs	Lower Level	C
Stairs	Second Floor	O
Video Playback Room	First Floor	I
Video Tapes and DVDs	First Floor	A
Women's Restroom	Lower Level	P
Women's Restroom	Second Floor	D