

## **California Western School of Law LAW LIBRARY**

The Library of the California Western School of Law is located at 290 Cedar Street, with satellite library facilities in the 350 Cedar Street building.

From the school's inception, through its expansion at the site of the former Point Loma Campus of California Western University, to its present period of rapid development, the Law Library has grown to include more than 329,000 volumes with approximately 4,079 serial subscriptions. The Library has also increased its holdings of microforms (currently 154,000 volume equivalents), audio and videotapes, computer software, and interactive videos. The Library also provides a rich variety of online resources available thru the Library's web page.

The Library contains all of the essential materials needed for legal research: local and regional reporters, state codes, digests and legal encyclopedias, extensive collections of law reviews and journals, loose-leaf services, treatises, international, comparative and foreign law titles, and selected non-legal titles. Special collections within the Library are:

- S. Houston Lay International Law Collection;
- John R. DeBarr Military Law Collection;
- James E. Leahy Constitutional Law and Civil Rights Collection;
- Chin Kim Comparative Law Collection;
- Professor Barbara Cox and Peg Habetler Sexual Minorities Law Collection;
- Lenore L. Fraga and Paul R. Fraga Jr. Family Business Law Collection; and,
- Galinson Family Creative Problem Solving Collection and Reading Area.

Library online resources include WESTLAW/DIALOG and LEXIS/NEXIS, LEGALTRAC, J Stor, Internet access, CD-ROM capabilities, various other database and KIM - our local Automated Library System. Access to other local university catalogs is available via the library's web page. Most carrels and tables throughout the library are wired into the student network enabling authorized patrons to access online resources from throughout the library. Access is also available throughout the library via the CWSL wireless network. Students also may use the computer labs in both the 290 and 350 buildings. Many vast bibliographic databases may be accessed by Library staff for interlibrary loans.

Situated in the downtown area, our library is within easy reach of the additional resources of the San Diego County Public Law Library and the San Diego Public Library.

## **THE LIBRARY STAFF**

**Phyllis Marion**, Professor and Director  
**Wassila Almeida-Cabral**, Library Administrative Assistant  
**Bill Bookheim**, Head of Public Services  
**Bobbi Weaver**, Foreign & International Law Reference Librarian  
**Brandon Baker**, Reference Librarian  
**Barbara Glennan**, Electronic Services Librarian/Reference Librarian  
**Daniel Starnes** Computer Lab Support Technician  
**Linda Weathers**, Circulation/ILL/Reserve Librarian  
**Kim Sterner**, Circulation Desk Assistant  
**Brandon Baker**, Reference Librarian  
**Karen Reilly**, Reference Librarian  
**Amy Moberly**, Head of Cataloging & Innovative Systems Coordinator  
**Karen Bethke**, Assistant Cataloger  
**Carmen Brigandi**, Head of Acquisitions And Serials Control  
**Saad Ali**, Serials Assistant  
**Barbara McDonald**, Acquisitions Assistant

## **REGULAR LIBRARY HOURS**

Seven Days a Week

7:00 am to 12:00 midnight

Patrons must be out of the Bldg. by 12pm midnight  
(CWSL Students may enter the library at 6 am)

### **Circulation Desk Hours**

Monday -- Friday 7:00 am to 10:55 pm

Saturday & Sunday 8:00 am to 10:55 pm

### **Reference Service Hours**

Monday -- Thursday 8:00 am to 9:00 pm

Friday -- 8:00 am to 5:00 pm

Saturday -- 8:00 am to 5:00 pm

Sunday -- 12:30 pm to 9:00 pm

### **Administration Offices**

Monday-Friday 8:00 am to 4:00 pm

*Hours may vary on holidays and between semesters. Changes in hours will  
be posted.*

### **Telephone Numbers**

Reference Assistance (619)525-1419

Circulation Renewals (619)525-1418

Fax (619) 685-2918

## General Rules

The Library strives to make the collection conveniently available to all who are authorized to use it. We are open to all CWSL affiliated patrons. This includes faculty, trustees, students, graduates, and staff. We are also open to members of the Bar and their designated assistants, students and faculty from other law schools with whom CWSL has reciprocal use agreements, students enrolled in joint programs with CWSL, and UCSD and SDSU students and faculty. CWSL students may bring a guest. The guest must sign in at the Security desk. Children in the company of a CWSL student parent are allowed in the Library. Please call Reference if you have any questions regarding access.

To insure fair, comfortable and direct use of the Library, we ask that all patrons abide by the Library's rules and procedures. The imposition of sanctions for Honor Code violations of the Library's rules is within the purview of the Dean, the Associate Dean, and the Director of the Law Library. Patrons may be asked to leave, depending upon the situation in question.

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Patrons may bring non-alcoholic drinks in **covered containers** into the Library. Eating, drinking from non-covered containers, drinking alcoholic beverages, and the use of tobacco products are not permitted in the Library. Exception: drinking is not allowed in the Computer Lab. **Please be a good citizen: clean up spills and throw your trash into the container on each floor. Please report spills which require cleanup by maintenance staff to the circulation desk attendant or reference librarian immediately.**

**Please be quiet in all reading and study areas. Please turn phones, beepers and pagers off before entering the Library, and lower the volume of your PC's.**

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Personal items, including briefcases, equipment, books, coats, purses and wallets should not be left unattended. We do not provide assigned carrels so please be considerate and remove all items each day when leaving the library. Items left may be picked up by the Security Guard. Anything turned in to the Library staff is given to the Security Guard.

Use of typewriters is not permitted in the Library. Laptop computers may be used in the library except for the south side (table area) of the Third Floor.

Our telephones are not for patron use, and we do not have a paging system; however, in an actual emergency we will do our best to reach an individual in the Library. There is a pay phone in the copier room on the Second Floor. For internal CWSL communication, a phone is also available in the Second Floor copier room. Emergency phones are located on the West wall on each floor. Cell phones are not to be used in the Library.

## **POLICY ON RESPONDING TO WARRANTS AND SUBPEONAS**

It is the policy of the CWSL Library to protect the confidentiality of Library patrons to the extent permitted under state and federal laws. The Library must comply with all lawfully issued court orders and subpoenas properly served upon it and furnish the documents and materials specifically listed in a lawfully issued court order or subpoena.

1. It is further understood that compliance with validly issued court orders does not eliminate the right of the School to challenge their issuance in proper legal manner.
2. The Library will seek the advice of the Associate Dean for Administration on all requests for searches of Library records, on the scope and content of the applicable laws pertaining to that particular search, and on compliance with the search of Library and patron records.
3. A Library employee or volunteer may disclose the contents of an electronic communication and/or information about a patron to law enforcement officials if he or she reasonably believes that an emergency involving immediate danger of death or serious physical injury requires disclosure without delay. She or he may rely upon the assertions of the law enforcement agent or officer as to the situation.
4. Library records which may be the focus of law enforcement requests include electronic, print, and other forms of patron information. The Library needs to retain specific information for the regular operation of library business. Archives of information that reveal identities of individuals are kept only when clearly necessary.
5. Each department in the Library is responsible for adherence to these policies and procedures. All Library personnel, including student assistants, are to be fully informed on this policy and procedure and on their own role if such situations arise. The policy is posted on the Library website, the bulletin boards in the Library copier rooms, and on the staff bulletin boards in the Library.

## **CIRCULATION**

All material leaving the Library must be properly charged out at the Circulation Desk. Students are required to present their barcoded California Western I.D. card when checking out materials. Attorneys, CWSL graduates, and other persons authorized to use the collection will need to present their California Western Library Patron card. If you are eligible to use the CWSL library and do not have a Library Patron card yet, you may obtain one at the Circulation Desk. This card will be used both for checking out materials and for access to the building

## **TWO HOUR CHECKOUTS**

Reserve Room books and photocopies, all of the Library's reporters, codes, law reviews or journals, reference materials, and items from sets of four volumes or more circulate for a two-hour period only. If no one else has requested use of the material, it may be renewed up to three times. We do allow patrons to renew by phone. However, if you do not talk directly to the Circulation Desk Assistant you must leave a return phone number in your voice message in case the material has been recalled or cannot be renewed again. Leaving a voice message does not stop the process of fines accruing, if applicable. Reserve Room items and other two-hour items incur a fine of \$1.00 per hour for all patrons. If the item has been recalled and is overdue, the fine increases to \$5.00 per hour.

Some Reserve items may circulate overnight. Overnight circulation begins two hours before closing; ordinarily that would be at 8:56 pm. These items are to be returned to the library by 8 am the following morning. No weekend checkouts (i.e., Friday to Sunday, or Saturday to Monday) are allowed.

## **LONG TERM CHECKOUTS**

Many of the treatises in the collection may be checked out for longer than two hours. However, primary materials, journals, and items from sets of four volumes or more do not circulate for over two hours. Please ask the Circulation Desk Assistant to help you when checking out these items. CWSL students may check out long term materials for a renewable 30 day period. Overdue fines for such items are 25¢ per day (for recalled items, the fine increases to \$5.00 per day), up to a \$25.00 maximum per item.

## **LIBRARY STUDENT COMPUTER NETWORK AND LABS**

The Library's Student Computer Labs (SCL's) are for the exclusive use of CWSL students and faculty and are available for use during regular Library hours. The computers are for academic or job search related work only, they may not be used for outside employment projects. Violators of this policy are subject to disciplinary action. CWSL graduates may use our labs for job search or Bar study purposes only.

The SCL's provide networked IBM-compatible computers. Students have access to Internet, WESTLAW/ LEXIS, the Microsoft Office Suite and Corel Word Perfect. The 'CALI' interactive lessons on substantive law are also provided. Each computer has a CD-ROM drive, many have DVD drives, and all have sound cards enabling students to run multimedia programs. Each computer also has USB 2.0 ports for connecting removable personal storage drives, aka 'thumb' or 'jump' drives.

Students with laptop computers may connect to the student network and electrical power at most seats in the library. Wireless network access is available throughout the library. All tables on the 3rd floor are a computer free zone.

Students are required to read and sign the Student Computer Lab Rules and Appropriate Use Form before access to the network and computers will be allowed. The student's signature on the rules form acknowledges his/her acceptance of and intent to follow the SCL rules while using CWSL computer systems. Copies of the form are available in the lab. Failure to turn in a signed copy of the rules does not nullify their application.

The SCL's may be reserved by faculty or library staff at some times for training purposes. Every effort will be made to notify students in advance of these training sessions via notices posted in the labs.

*ABSOLUTELY NO FOOD, DRINK, OR USE OF TOBACCO PRODUCTS IS ALLOWED IN THE LABS.*

## PRINTING

### **The Basics**

Each student receives a "Printing Credit" of 300 pages for each trimester in which they are enrolled. Students may exceed the allowance, but must pay 3 cents per page for additional pages.

### **When and Where to Pay Printing Bills:**

Students may leave charges on their account until the next trimester they are enrolled, when another 300 pages will be credited to their account. However, once a year **in August**, all accounts must be settled and reset for the fall term. Students may pay their bills in the Library Administration Office until the date they are sent to the Business Office for collection. Students will be notified of the **date** the bills will be sent over. Once sent to the Business Office, the bill will not be reduced or renegotiated by staff. **Notification of grades will be withheld until the bill is settled.** Graduating students must settle the printing account before graduation, regardless of the semester.

Students may check their printing accounts when logged into the student network by clicking on the "\$" symbol in the task bar at the bottom right of their computer screen. It is to the students' benefit to regularly check their accounts, so that any errors or questions can be addressed in a timely manner.

### **Extended Privileges:**

Faculty Research assistants printing for faculty projects, law review members working on law review projects, and students working on the Moot Court competition have extended privileges. Students who pay a lab fee for a class are also granted extended privileges. It is a violation of the Honor Code to use these privileges for other academic or personal projects. See a lab staff member for instructions on extended privileges.

## **STUDY ROOMS AND VIDEO VIEWING ROOMS**

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There are eight study rooms for the use of groups of two or more CWSL students with four of these rooms equipped for video viewing. The sign-up notebook is located at the Circulation Desk and is available for sign-up from 7 am Monday through Friday and at 8 am on weekends. During Reading/Exam Days the notebook must be requested from the Circulation Desk Attendant.

### **All reservations must be made in person on the day of use.**

In addition to the study rooms located within the library, a number of additional study rooms (which are not under Library purview) are available in the 350 building. Sign up sheets for these rooms are located in the first floor Lobby of the 350 building. Graduates of CWSL are allowed access to some of these study rooms.

### **RULES**

A study room may be reserved **only** by a **GROUP OF TWO OR MORE CWSL STUDENTS**. The group may reserve the room for a **single** two-hour period with the option to renew if no other group has requested use of the room. A reservation for a room expires fifteen minutes after the beginning of the time reserved. Therefore, those who are late will risk losing the room they have requested. If you are not in the study room when your allotted time is up, and you have left your belongings, the next group with a reservation may ask Security to remove your belongings. Security may unplug your computer if necessary, even if this results in loss of data. Neither the security staff nor the library are responsible for any lost items.

CWSL graduates may not reserve study rooms in the 290 building. However, the study rooms may be used by graduates who are study for the Bar, if not reserved by current students. During Bar Exam preparation we make additional efforts to accommodate our CWSL alumni bar studiers. Study rooms in the 350 building may be reserved by graduates who are studying for the Bar.

## **350 CEDAR STREET SATELLITE LIBRARY AND STUDY FACILITIES**

The Library also has satellite facilities in the 350 Cedar Street Building. Included are the Roy Bell Reading Room on the 3rd floor, and the Student Computer Lab on the lower level. (The Stanford Reading Room will not be available during the 2007-2008 Renovation Project.

There are study rooms on the lower and upper floors. Sign-up sheets for the study rooms are available in the first floor Lobby of 350 and are administered by the Dean of Students. Graduates of CWSL are allowed access to some of these study rooms.

The Library maintains closed stacks in the 350 Building, which includes archival materials, superseded and historical volumes, as well as duplicate and exchanges items. If you need to see specified materials shelved in the closed stacks, (indicated by the location STORAGE or ARCHIVES in the online catalog), please fill out a request form available at the Circulation Desk and attach the printout from the online catalog. Materials are retrieved at 10:00 am and at 3:00 pm Monday-Friday. Materials will be held at the Circulation Desk for three days.

Food and non-alcoholic drinks are allowed in the reading rooms and study rooms of 350 Cedar Street Building. Food and drinks are **not** allowed on tables where computers are situated, nor in the Student Computer Lab.