

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

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 in August 2022; technical edits made in May 2024; technical edits made in October 2025.

Related policies: Law Library Collection Development Policy; Acceptable Use Policy; Code of Student Professionalism and Conduct; Student Honor Code

Scheduled Review Date: June 2028 (Law Library)

A. General Overview

The primary function of the Leigh H. Taylor Law Library is to support the study and research activities of the Southwestern legal community. Library rules and regulations have been designed to make resources available on an equitable basis. The current library Access Policy is available on the [Library Policies](#) page of the Southwestern website; it may be updated and amended without notice based on the needs of the law library and law school.

The library functions best if each patron is always considerate of others when using the library. As such, library disturbances are not permitted (e.g., 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 outlined. Additional information is available on the [Library Policies](#) webpage.

Please note that violations of library rules and regulations, particularly any misuse of library materials that interferes with other students' academic work, may be addressed

under the Code of Student Professionalism and Conduct or reported to the Honor Code Committee, as appropriate.

B. Library Hours

Regular library hours are subject to change and can be found on the [Library Policies](#) webpage.

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 Policies](#) webpage. Students may also call (213) 738-6728 for a recording of current library hours.

C. Library Cards

The Southwestern ID card activates the electronic door release at the library entrance. Patrons must always carry their Southwestern ID card while in the library. The same card also serves as a library card and must be presented to check out library materials.

D. Circulation

The loan periods below are specific to students. Different loan periods may apply to other members of the Southwestern community. Only current Southwestern students, faculty, staff, and library members are permitted to check out (i.e., borrow) materials from the library for home use.

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. The library no longer subscribes to many of these materials in print; databases like Lexis, Westlaw, and HeinOnline will contain the most recent content.

Patrons may borrow circulating books for 14 calendar days, unless a book is requested by another library user. In that case, the loan period for the original borrower may be reduced to seven calendar days.

Patrons may renew book loans if the need for the book extends beyond 14 calendar days. Up to six renewal periods of 14 calendar days each are allowed. The library will grant renewals 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](#).

2. Reserve materials

Reserve materials may circulate for up to two hours. Patrons may renew reserve items 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

the library closing are due within two hours of the library opening the next morning.

3. Videotapes and DVDs

Non-reserve videotapes and DVDs can be borrowed for a three-day loan period. Five renewal periods of three calendar days are allowed, unless the videotape or DVD is requested by another library user.

E. Overdue Materials and Fines

The collection of fines is currently suspended and is under review. A revised policy is expected to be approved by May 2026.

F. Group Study Rooms

Students must make a reservation to use a study room. 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.

The complete Study Room Reservation Policy is available on the [Library Policies](#) webpage. Violation of these policies may result in the loss of the room use privileges.

G. Computer Lab and Network Services

The computer lab is located on the first floor of the library. Students may use the lab without charge; however, printing carries a per-page charge. All use of library computing and network equipment is governed by Southwestern's Acceptable Use Policy, which is available on the Institutional Policies page of the Southwestern website. Use of library equipment constitutes acceptance of the terms of this policy.

Basic computer troubleshooting assistance is available from library staff. For other questions, please contact the Information Technology department at ithelp@swlaw.edu or visit W410.

H. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.