THOMAS JEFFERSON
SCHOOL OF LAW
SAN DIEGO ◆ CALIFORNIA

1L Frequently Asked Questions

1. How do I check out materials from the Library?

When you check out a book for the first time, present your TJSL student ID to the circulation assistants and they will verify that your library account is set up properly. Then you'll be able to check out study aids, course reserves and other library materials. Present your ID each time you check out materials or reserve a study room. The school's online catalog, Thomcat, is available through the student web page, on the Library homepage at http://www/tjsl.edu/library. ThomCat links to online databases as well as to books.

2. How do I access the most popular databases if I am not on campus?

The library subscribes to hundreds of electronic titles. To access these databases, go to the library menu at http://www.tjsl.edu/library and choose "Research Databases." Then log into EzProxy using your TJSL network ID.

3. Does the Library have study aids?

Yes, popular study aid titles are available in the study aids section in the shelving across from the fourth floor circulation desk. They can be checked out for 2 days at a time. Some study aids are on course reserve.

4. Does the Library have books that are required for my class?

Yes, each semester required books for classes are available on "Course Reserve". Ask for them at the Circulation Desk. The items may be checked out for three hours at a time. These are meant to be used when you do not have your own copy with you. There are not enough available for you to rely on course reserves as your sole access to your course materials.

5. How do I register for Lexis Advance?

You were given a Lexis Advance access code during orientation. Go to http://www.lexisnexis.com/lawschool/login.aspx to register the activation code. Click on "Students Register Here" and follow the instructions to create your custom username and password.

If you cannot find your activation code, you would first click onto "Students Register Here" as shown directly above, and then click onto the "Get an activation code" link, as shown in the image directly below:

To log onto Lexis, go back to http://www.lexisnexis.com/lawschool/login.aspx and enter your custom ID. If you forget your custom ID (meaning that you created an ID using the activation code, but have misplaced your ID), click on the "Forgot Password" link.

6. How do I register for Westlaw?

You were given a Westlaw code during orientation.   You will need to go to http://lawschool.westlaw.com to create a custom username and password using that code. To do so, click on the orange box titled "Register Password" in the lower left side of that Webpage.

You will then be prompted to create a custom username and password during this registration process. You will then use that custom ID to sign on to Westlaw.

To then log into Westlaw, go back to http://lawschool.westlaw.com and use your custom login.

If you forget your ID, click the "Forgot your Username or Password?" link located just above the above mentioned orange "Register Password" box. See the image directly above.

If you did not register your initial Westlaw code and cannot find it: See the reference librarians.

7. How do I access TWEN?

From the Westlaw login screen, click onto the TWEN link at the top of the screen. Use your Westlaw login information to then log in to TWEN.

To Add Your Courses in TWEN:
From the TWEN homepage, click onto the "Add Course" button.
Then check the boxes that correspond to the courses you want to add.
Finally, scroll to the bottom of the page and click "Submit."
The next time you log in, you'll see the added course(s).

8. What is CALI and how do I access it?

CALI exercises are interactive tutorials on a variety of subjects including legal research and writing.

To access the tutorials online, register at http://www.cali.org, using the TJSL student authorization code that was in your orientation packet. If you've misplaced the code, email Eliza Sanchez at elizas@tjsl.edu to acquire it. Once you have the code, click on the 'Not a registered user yet?' link in order to start the process. During the registration process you will create your password. In subsequent visits to use lessons, you will only need to enter your email address and your password.

9. How do I keep up with news from the library?

You can keep up with the latest news via the library blog, Facebook or Twitter. To access the library blog, ThomChat, go to the library menu at http://www.tjsl.edu/library and choose **ThomChat Blog**.

Facebook and Twitter: If you have a Facebook or Twitter account, you can get news and updates from the TJSL librarians by "Liking" the TJSL Library Facebook Page at http://www.facebook.com/tjsllibrary or by following us on Twitter at http://twitter.com/#!/TJSL_Library.

10. Where are rules of conduct in the library located?

Rules of conduct in the library are located in both the library user guide on the website and in the student handbook. Please be aware that violation of library conduct rules may result in loss of library privileges.