

# Library User Guide

## Hours:

Monday – Thursday: 7:30 am – 11:00 pm  
Friday: 7:30 am – 10:00 pm  
Saturday – Sunday: 8:00 am -10:00 pm

**Except major holidays**  
Variations are posted.

## Telephone:

Circulation 619-961-4333  
Reference 619-961-4351 or 4231

*Thomas Jefferson School of Law Library*  
*1155 Island Avenue*  
*San Diego, California 92101-7230*

## Mission and Priorities

The Thomas Jefferson School of Law library supports the legal information needs of the law school, with an emphasis on our current faculty and students, and with the goal of developing a technologically advanced and efficient center for the study of law. As an integral component of legal education, the law library collects, organizes, and disseminates information to support the curriculum, programs, clinics, and student and faculty scholarship.

The law library provides effective service and instructional programs in a collegial, supportive and professional environment. In furtherance of this mission, the library allocates resources and sets priorities to serve our primary patrons, the TJSJL faculty and students. Secondarily, we make our collection available to TJSJL alumni and other members of the legal community.

## In General

The library is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the library as rewarding as possible, we provide a library print collection in excess of 250,000 volumes and volume-equivalents in an attractive and expanded facility.

## Access Policy

As a private, stand-alone law school, we prioritize access to our resources by focusing on our students and faculty, while also granting access and material checkout rights to our alumni.

**Alumni** may enter the library with proper identification until 10:00 pm every day of the week, and may stay in the library until closing. Alumni will show their library card to the security staff for admittance. Library cards may be obtained at the fourth floor circulation desk. Alumni may be issued alumni cards at a future date, which will also suffice for admittance. Alternatively, our security staff may call the circulation desk to verify alumni status. Alumni have material check out privileges. Alumni may reserve study rooms only for bar exam preparation.

**Members of the bar** may enter the library until 10:00 pm every day of the week by showing their bar card to security staff. They may stay in the library until closing. Alternatively, our security staff may call the circulation desk to verify bar status. Members of the bar do not have material check out privileges (unless they are also alumni), and do not have study room reservation privileges.

**Students and faculty from other Law Schools** are granted access to the library until 10 pm each evening by showing their school ID card. Students have no material check out or study room reservation

privileges. Faculty from other law schools have no checkout privileges unless requested by one of our faculty members or approved by the library director.

**Bar studiers who graduated from another law school** are granted access to the library with proof of graduation from law school. They will have no material check out or study room reservation privileges.

**Members of the general public** will only be allowed access to the library by special *advance* permission, and only by sending a request to Leigh Inman at [glinman@tjsl.edu](mailto:glinman@tjsl.edu). Phone requests will not be addressed. E-mail requests must state the reason for wanting access to the library. Access for members of this group will be rare, and those who are granted access will not have material check out or study room reservation privileges.

**UCSD & Southwestern College Paralegal Students** may enter the library with proper identification until 10:00 pm every day of the week, with the prior authorization through the director of the paralegal program in conjunction with the library director. Students must check in at the security desk. These students have no material check out or study room reservation rights. They may stay until closing.

**City College & Miramar College Paralegal Students** have access privileges until 10 pm each night but only during semesters in which a TJSJL member is teaching their course. Access will be coordinated by the TJSJL member. These students have no material check out or study room reservation rights. They may stay until closing.

**Note that there is no onsite parking available. Please plan ahead to use street parking.**

## Circulation Policy

You must have a valid TJSJL Student ID Smart card, other photo ID, or an established patron account to borrow books. Because law libraries are primarily reference collections, most law library materials do not circulate. Please check at the circulation desk for clarification.

**Regularly circulating materials** are available for one-month loans to TJSJL students, staff and adjunct faculty, and longer for full-time faculty. Loans may be renewed once if no one has requested the item. Renewals may be made in person or by telephone (619-961-4333). Patrons are encouraged to return borrowed materials on time. Failure to return materials on time can result in your liability for fines, or for the replacement cost of the materials.

**Bar Study Materials** are located behind the fourth floor circulation desk

and circulate for a three hour period. They may be borrowed by current TJSJL students, faculty and staff. Failure to return materials on time can result in your liability for fines, or for the replacement cost of the materials.

**Course Reserve Materials**, located behind the fourth floor circulation desk, may be borrowed for up to three hours by current TJSJL students, faculty and staff. Failure to return materials on time can result in your liability for fines, or for the replacement cost of the materials.

**Study Aids** are located across the aisle from the fourth floor circulation desk and may be checked out for two days. Failure to return materials on time can result in your liability for fines, or for the replacement cost of the materials.

**Fines are not meant to be punitive, but to ensure that there is a strong incentive to return materials on time, so that everyone has an equal opportunity to access them. The amount of fines assessed depends on the type of material, the length of the circulation period and the length of time the material is overdue. Larger fines are assessed for high demand materials such as course reserves and study aids. Repeated failure to return materials on time may result in suspension of check-out privileges.**

## *Library Services & Other Policies*

**Alumni Services:** Our alumni enjoy a wide range of library services. Alumni may check out circulating books or take advantage of our reference services in person. Alumni may also use our terminals in the computer clusters.

**CALI:** Online Computer-Assisted Legal Instruction (CALI) exercises build knowledge of various substantive areas of the law. Each student must register individually at the CALI website ([www.cali.org](http://www.cali.org)). Instructions for registering are distributed to new students at orientation. Contact Eliza Sanchez ([elizas@tjssl.edu](mailto:elizas@tjssl.edu)) if you require assistance in registering.

**Cell Phones/Smart Phones:** Please do not make or answer phone calls inside the library and please turn phone to silent mode.

**Children:** Anyone under 18 years of age must be accompanied and supervised by an adult at all times. Anyone disrupting those studying or working may be asked to leave.

**Circulation Desk:** Materials are borrowed and returned, study room reservations made, and directional questions answered at this desk, located just inside the entry to the fourth floor.

**Computer Clusters:** The library has four clusters – each with four computers -- for use by students, alumni, and bar members. All computers allow for Internet access and word processing (using Google Docs only). Alumni and members of the bar should contact the IT Help Desk for printing details, at 619-961-4357.

**Conduct:** Please act professional and be respectful of all library patrons and staff. Anyone disrupting those studying or working may be asked to leave. Repeated violations may result in suspension of library privileges.

**Food and Drink Policy:** Food and drink are allowed in the library. We ask that you do not bring in food that is messy, smelly, or noisy when eaten. Individual snack items are allowed. Drinks must be in a covered container. If you spill, or otherwise see a mess, immediately notify staff. The library reserves the right to interpret this policy on a case-by-case basis.

**Information:** Please ask! Directional questions can be answered by circulation desk staff. Research questions should be taken to the public services librarians. A number of helpful online research guides are available at <http://www.tjssl.edu/library/research/research-guides>. Library current events are posted on the TJSJL website and on the information touch screens. You may also stay current by reading the library's blog at <http://tjssllibrary.wordpress.com/>, and by following us on Twitter ([http://twitter.com/TJSJL\\_Library](http://twitter.com/TJSJL_Library)) and Facebook ([www.facebook.com/tjssllibrary](http://www.facebook.com/tjssllibrary)).

**Interlibrary Loan:** Students and faculty needing items unavailable in our collection may request an interlibrary loan (ILL). Contact Emily Ngo ([engo@tjssl.edu](mailto:engo@tjssl.edu)) for your ILL needs.

**Laptops:** Wireless network access and power outlets are available throughout the library. Students may contact the information technology help desk for assistance with laptop configuration. Wireless printing set-up instructions are available at the help desk.

**Microforms:** Microforms are housed in cabinets that are either in the first compact shelving area on the fourth floor or in storage. Patrons may use the digital reader-printer, located on a table at the end of our California collection on the fourth floor, to e-mail files or to print using wireless printing. Contact a public services librarian if you require assistance with microforms.

**Newspapers:** Current newspapers are available on the northeast end of the fourth floor (near Park Avenue), in the soft seating area.

**Online Catalog:** Access to the library collection is provided through ThomCat, our online catalog. Public terminals are located on each floor

and you may access ThomCat there or on your laptop at: <http://tjefl.iii.com>. ThomCat provides links to online titles and databases as well as to print and other materials. If you need assistance, ask at the reference desk or circulation desk.

**Patrons with Disabilities:** Contact the circulation desk for assistance.

**Photocopies and Printing:** Three copy/print machines are available in the library: two in the fourth floor copy room and one in the fifth floor copy room. Black and white copies/prints cost 10¢ a page and color copies/prints cost 30¢ a page. The machines DO NOT accept coins, bills or copy cards. To print you must activate your ID at <https://printers.tjssl.edu:8043/login>. Contact the IT Help Desk for printing/copying details, at 619-961-4357. TJSJL students, faculty and staff have priority use of the machines.

**Popular Reading:** This collection of books related to art, classics, crime novels, and law and literature is located on the northeast end of the fourth floor, in the soft seating area.

**Public Computers:** See Computer Clusters above.

**Reference:** Reference assistance is available Monday through Friday. Patrons are encouraged to seek research assistance from the public services librarian on duty at the reference desk or, if not available there, in their offices adjoining the reference desk.

**Reshelving:** We strongly encourage patrons to return books to their proper places after use so that others can locate books quickly.

**Study Rooms:** The library has fifteen rooms available for group study. Students may make one same-day, two-hour reservation for study rooms by calling (619-961-4333) or stopping by the fourth floor circulation desk. Bar studiers may reserve rooms for three hours.

**Subject Research Guides:** These are located online at <http://www.tjssl.edu/library/research/research-guides>.

**Suggestions and Complaints:** Your input is welcomed and encouraged. You can e-mail the Library Director, Leigh Inman at [glinman@tjssl.edu](mailto:glinman@tjssl.edu), call (619-961-4278), or stop by her office. She is here to discuss any concerns about the library you may wish to raise.