



# 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. The school's online catalog, Koha, is available through the student web page, on the Library homepage at <http://www.tjssl.edu/library>. The Koha catalog 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 the databases, go to the library menu at <http://www.tjssl.edu/library> or **Courtyard** and choose "Articles/Databases." Then log in using your TJSL network ID. You will then see a list of available databases.

## 3. Does the Library have study aids?

Yes, popular **study aid** titles are available on reserve at the Circulation desk. They can be checked out for 2 days at a time (48 hrs). Required or suggested study aids are on **course reserve**, available for check out for 3 hours.

## 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 on "Students Register Here", and then click on the "Get an activation code" link.

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 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 "Register Password" box.

**If you did not register your initial Westlaw code and cannot find it:** Email LIB@tjssl.edu.

## 7. 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 TJSJ student authorization code that you received at orientation. If you've misplaced the code, email the library at [LIB@tjssl.edu](mailto:LIB@tjssl.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.

## 8. Where are rules of conduct in the library located?

Rules of conduct in the library are located in the student handbook. Standard library conduct rules apply including: do not mark in library materials, maintain quiet in the library, turn all devices to "silent", do not hold cell phone conversations in the library, return borrowed materials on time, etc. Please be aware that violation of library conduct rules may result in loss of library privileges.

## 9. How do I reserve a study room?

Go to <http://studyrooms.tjssl.edu/reserve/studyrooms>. Students can make same-day reservations up to 4 hours. You must use your tjssl.edu email address in the online reservation system.