

Visiting Scholars and the Law Library

Law Library Borrowing Privileges

In order to obtain law library borrowing privileges Visiting Scholars must present their blue Visiting Scholar card with the "Law" designation to the Patron Services Manager and then fill out a registration form. Visiting Scholars can register during regular business hours. (Monday-Friday, 9:00 a.m-4:00 p.m.)

Borrowing privileges in the law library are for circulating material only. Circulating material is checked out to patrons for a 4 week period of time. Visiting Scholars may not check out law journals, case reporters, statutes, or any other non-circulating material for use outside the law library. The library has a number of self-service copiers that can be used either with coins or a debit copy card. An over-the-counter copying service, where patrons can leave material for an attendant to copy, is also available.

The Law Library registration covers the law library only. For borrowing privileges at all other campus libraries, Visiting Scholars should go to the Main Library Circulation desk to register. They will need their blue, Visiting Scholar card and their Visiting Scholar identification number.

Because of space limitations the library cannot provide carrels or offices for visiting Scholars. Any books left in library carrels or on library tables will be reshelved.

Lexis and Westlaw Passwords

- *Who is eligible for Lexis and Westlaw passwords?*

Visiting Scholars who have been issued a blue Visiting Scholar's card with the "Law" designation are eligible for Lexis and Westlaw passwords during their stay at Boalt. Visiting Scholars from other UCB departments are not eligible for passwords from the Law School.

- *How can I apply for my Lexis and Westlaw passwords?*

Please contact either Lauren Webb (Administrator of the ICLC, exchange program, and visiting scholar program) or Rosann Greenspan (Executive Director, Center for the Study of Law and Society) who will submit a request for Lexis and Westlaw passwords.

- *What computers can I use for Lexis and Westlaw?*

Lexis and Westlaw are Internet-based systems. They can be accessed from any computer with a web browser and an Internet connection at the following URLs: <http://www.lexisnexis.com/lawschool/> and <http://lawschool.westlaw.com>.

At the Law Library, the public service terminals located in the lobby, the Main Reading Room and in the North Addition Reading Rooms can be used for Lexis and Westlaw. (For information on using your laptop see the section below "Laptops")

The computers in the Library's Computer Labs on level M1 are password protected and are limited to Boalt student use. These computers may not be used by Visiting Scholars.

o *How do I register my passwords to keep them active?*

You must register your Westlaw password on the Westlaw web site at <<https://lawschool.westlaw.com>> to keep it active. There is a link for registering student and faculty passwords in the center of the page. Your password should be registered as a FACULTY password.

Be sure to register your Westlaw password immediately or it will be deactivated.

You must register your Lexis password on the Lexis web site at <<http://www.lexisnexis.com/lawschool>>. Follow the link that says, "Register your Activation Code." To access the Lexis research databases you must create a Custom ID and Password. The 7-digit alphanumeric is the activation code that will allow you to create the Custom ID and Password.

o *Where will my printouts be delivered?*

You can send documents to yourself in email or documents can be printed to an attached printer or to the stand-alone printers provided by Lexis and Westlaw.

The stand-alone printers are located in the Library's student computer labs. There is no charge for printing to these printers, but please limit printing to what is reasonably needed. The reference librarians can direct you to paper copies of most documents found on Lexis and Westlaw for easy reading.

o *How can I learn to use Lexis and Westlaw?*

Some instructional pamphlets are available in M128.

There are links to tutorials for Lexis and Westlaw on their opening pages at <<http://www.lexisnexis.com/lawschool/>>and <<http://lawschool.westlaw.com>>.

o *If my time at Boalt is extended, how can I request that my passwords stay active?*

Please contact Michael Levy at mlevy@law.berkeley.edu. In your message, please include your full name and the new date when you plan to leave Boalt. You will be informed by return email when the extension has been granted.

Computer Labs/Public PCs/Printing

The law library's computer labs are for Boalt students only. Unfortunately these facilities are not available to Visiting Scholars. Visiting Scholars can use the library's public terminals for Internet access but they will not be able to use email, word processing, spreadsheets, or other software programs on these machines. To print from the public terminals you will need to purchase a Canon copy card from the Copy Center and print to the shared public printer located in the Copy Center on level 2 of the Law Library. For information on printing from Lexis and Westlaw to their dedicated printers, see the section above on Lexis and Westlaw.

Email Accounts

For Visiting Scholars to set up an email account you have to have a Visiting Scholar identification number to enter at the calmail website. This is obtained by going (with your Visiting Scholar card) to:

IS&T's User and Account Services
2195 Hearst Avenue, Room 111
Phone: 642-7355
Fax: 643-3114
email accounts@berkeley.edu
Hours: 10:00 a.m. to 4:00 p.m. Monday - Friday

N.B.: If you are at Boalt through the official International Legal Studies Exchange Program, Lauren Webb, International Legal Studies Coordinator (421 North Addition), will be able to provide you with a visiting scholar identification number. All other Visiting Scholars must go to the above address to obtain an ID number.

Once you have your visiting scholar identification number then you can use a public access PC in the library to sign up for your email account by going to <https://calmail.berkeley.edu:10100/> and choosing email under "Set Up Your Account"

Laptops

There is wireless laptop access to the campus network throughout the law school. This is part of the campus AirBears project (<http://airbears.berkeley.edu>.) You will need a wireless ethernet card for this service. No registration is necessary, simply go to a wireless coverage point and open up a web browser window. This will automatically take you to an AirBears identification authentication window, where you will need to enter your Calnet ID and passphrase.

The carrels in the North Reading Room also have ethernet connections for use by your laptop. To use this service you must register your laptop ethernet card with the Library's Computer Services Department. Instructions on how to register are at: <http://www.law.berkeley.edu/library/computing/laptopRegistration.html>.

We have instructions on setting up your wireless connection at: <http://www.law.berkeley.edu/library/computing/wireless.html>. This should be the first place to go if you are experience technical issues. If you are then unable to configure your laptop you can contact the lab staff. If you are using an English-language version of Windows, the lab staff can also work with you to diagnose virus and spyware related issues. The offices are located behind the main lab in rooms M130C and D. You may also send problems to libtrouble@law.berkeley.edu.

Other Campus Computing Facilities

Visiting Scholars do have access to many of the computer labs supported by the UC Berkeley campus. The facilities are available at:

Dwinelle Microcomputer Facility, B-3 Dwinelle Hall
Evans Microcomputer Facility, Evans Hall Basement
Life Sciences Microcomputer Facility, 2105 Valley Life Sciences Building (inside the Bio Sciences Library)
Moffitt Microcomputer Facility, Moffitt Library (First Floor North)
Tan Microcomputer Facility, 175 Tan Hall
Wheeler Microcomputer Facility, 211 Wheeler Hall

For current schedules go to <http://facility.berkeley.edu/facilities.html>.