Law Library Survival Guide

How many **usernames and numbers** does one student need in the library?

- Widener Universal ID aka Campus Cruiser ID (Administered by the ITS office)
  - Use this username and password to login to Campus Cruiser where you will register for classes, view grades, access your Widener email, and read announcements from Widener University
  - Use it to login to the library computers
  - Use it to register your wireless device to access the wireless network
- Student ID number (printed on the front of your Widener ID card) and the password (printed on the back of your ID card)
  - Use these numbers to access your allocation account for print and copy jobs in the library (more about printing and copying later)
- Library barcode number (printed on the back of your ID card, long number in tiny type)
  - Use to access library databases from off campus
  - Use to create an online Interlibrary loan account (to request materials from another library)

What about **Bloomberg, Lexis and Westlaw** access?

- All JD students receive a unique ID # from to access these resources. These IDs must be registered. The library administers these IDs; contact librarian, Mary Alice Peeling (mpeeling@widener.edu) if you run into trouble.
- All JD students receive mandatory training from all three companies
- All three companies employ Widener Law Students as student representatives. Student Reps have posted hours in the library's 1st floor CALR lab.
- LexisNexis provides printers that allows students to print Lexis Documents for free. Lexis printers are located in the 1st floor CALR lab.

CALI (Computer Assisted Legal Instruction) is a nonprofit organization that publishes law school faculty authored lessons on a variety of legal subjects.

- Use Widener's CALI authorization code to make your own CALI username and password (pick up a CALI Lessons business card)
- CALI lessons may be accessed online at cali.org
- Complete the lessons on your own when you need extra help or as required by a professor

Printing in the library

- Three step process:
  - Send the print job to the closest printer to you and enter your Widener ID # (front of ID card) and password (back of ID card)
  - Go to the Release Station connected to that printer and enter those numbers again. This will pull up your print job, click the job, click print and choose the option to pay from your Allocation Account
  - Collect your print job from the Printer

Copying in the library

- Must use a copier attached to a computer screen
  - Click *Make Copies* on the computer next to the copier
  - Click *Allocation Account*
  - Enter your Widener ID # (front of ID card) and password (back of ID card)
  - Make copies
  - Exit the Allocation Account on the computer

Group Study Rooms are available on the 3rd floor of the library

- Individuals studying alone will be asked to move if a group needs the room
- First come, first served except…
- There is one group study room which may be reserved online

The library has a large collection of **Study Aids**. These helpful books are available in the room behind the reference desk and can be checked out for three days.

The library maintains an online archive of **Past Exams** on the library website. Contact a Reference Librarian for the password.

Course Reserves are located at the circulation desk. If a professor indicates that she has put materials on reserve, ask for them by the professor's name at the circulation desk.

Key Contacts

Reference Desk:
(302) 477-2114
Law.LibRef@widener.edu
Ask A Librarian Online Chat Available at:
law.widener.edu/LawLibrary
Circulation Desk:
(302) 477-2244
Interlibrary Loan Department:
(302) 477-2292

Library Hours

Monday to Thursday: 8:00 AM to Midnight
Friday: 8:00 AM to 11:00 PM
Saturday: 8:00 AM to 10:00 PM
Sunday: 10:00 AM to Midnight

Scan this QR code to access the Library Survival Guide online or go to:
tinyurl.com/kxys4m5