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)
    - o 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
    - o Use it to login to the library computers
    - o 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)
    - o 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)
    - o Use to access library databases from off campus
    - o Use to create an online Interlibrary loan account (to request materials from another library)

What about **Westlaw and Lexis** access?

- All JD students receive a unique ID # from both companies. These must be registered. The library administers Westlaw and Lexis IDs; contact librarian Ed Sonnenberg (ejsonnenberg@widener.edu) if you run into trouble.
- Training sessions are provided in the fall and spring semesters and students are strongly encouraged to attend.
- For educational use only
    - o No summer access unless you request it AND are either taking classes, on law review, working for a faculty member, or working at an unpaid internship.
- You will be able to print Westlaw and Lexis documents for free to their printers (located in the library or the law school's main computer 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 or via the CALI CD
- Complete the lessons on your own when you need extra help or as required by a professor
- For questions about CALI, contact librarian Brent Johnson (bljohnson@widener.edu).

Printing in the library
- No wireless printing at this time, you must print from a library computer
- Three step process:
    - Send the print job and enter your Widener ID # (front of ID card) and password (back of ID card)
    - Go to the Release Station connected to that computer and enter those numbers again. This will pull up your print job, click the job and click print
    - 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 in the library.
- Individuals studying alone will be asked to move if a group needs the room
- Study rooms are available on a first come, first serve basis.

The library has a large collection of **Study Aids**. These helpful books are available in the library lounge 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 Information Desk. If a professor indicates that she has put materials on reserve, ask for them by the professor's name or by law school class.

Research Guides on a variety of legal topics are available on the library website

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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