COMPUTER INSTRUCTIONAL LABORATORIES

The LRC computer instructional labs provide legal researchers who have current USD IDs access to USD licensed databases, the USD library catalog, the Internet, the Microsoft Office software suite, scanners and printers, as well as training sessions and interactive videos.

For assistance in the labs or with your personal laptop, please come to the electronic services office in room 121. If the electronic services staff is unavailable, come to the reference desk or the circulation desk.

Locations:

The main LRC lab is located on the north side of the main information services area, across from the circulation desk. The auxiliary lab is in LRC 207 on the north side of the reading room.

Regular hours for the main lab:

- Monday - Thursday  7:00 A.M. – 30 minutes before closing.
- Friday - Saturday  8:00 A.M. – 30 minutes before closing.
- Sunday  8:00 A.M. – 30 minutes before closing.

*Special and holiday hours as posted*

Regular hours for LRC 207:

- Monday - Friday,  7:00 A.M. – 5:00 P.M.

*Special and holiday hours as posted*

Anyone with a current valid Torero ID may use the LRC labs. Law students have priority access; non-law USD students may be asked to relinquish terminals to law students. To avoid delay, waiting patrons are encouraged to try one of the other campus computer labs listed on the other side under the heading "OTHER USD COMPUTER LABS." The LRC labs are not available to the public, attorneys, or alumni.
Equipment is available on a first-come, first-served basis. Users must present their USD IDs upon request by LRC personnel. Please observe posted notices referring to upcoming reservations, closures, or special hours. For questions regarding availability of the LRC labs, contact electronic services at (619) 260-7772 or by e-mail at russell@sandiego.edu.

**Food & Drink:**

Food and drink are allowed in the library, however, they are not allowed in the LRC Computer Labs. The LRC reserves the right to interpret this policy on a case-by-case basis.

**Printing costs:**

In order to print, you must have sufficient campus cash funds on your ID card. To load money on your card, go to the One Stop Services tab at MySanDiego, and click on the Campus Card/Cash link. Single-sided documents cost 6 cents per page and double-sided documents cost 8 cents per page. Color documents cost 35 cents per side.

**Computers:**

The main lab has 28 computers, each of which prints to a networked printer in the back of the lab. Room 207 has 10 computers that print to the printers in the main lab. Scanners are available in the main lab to convert printed documents or images into PDF or JPG. Optical character recognition software is also available to transform images into Word characters.

**LEXIS and WESTLAW**

Use of LEXIS and WESTLAW in the labs is limited to currently enrolled USD law students, law faculty and staff with assigned personal passwords. Printing to the designated LEXIS and WESTLAW printers in the main lab is free with whatever limitations LEXIS and WESTLAW may place on printing. These print jobs may be sent from remote locations as well as from lab computers. Unattended print jobs are removed and placed in folders in the lab vestibule. They should be claimed promptly, or they may be discarded.

**Word Processing**

Office 2010 programs are available on lab workstations. Patrons must provide their own flash drives. Documents should not be saved on the computers, because these workstations are regularly scrubbed to delete added content.

**Other USD Computer Labs:**

Please visit: [http://www.sandiego.edu/its/labs/students/](http://www.sandiego.edu/its/labs/students/) or obtain an informational flyer from Circulation.

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