

B. Law Firm Courtesy Card Fee:

<u>Size of Law Firm</u>	<u>Cards Issued</u>	<u>Fee</u>
Under 10 Attorneys	1 Courtesy Card	\$350.00 per year
10-50 Attorneys	3 Courtesy Cards	\$600.00 per year
51+ Attorneys	5 Courtesy Cards	\$800.00 per year

The law firm must provide the library with a list of authorized users and also designate a contact person so that we can set up a patron record in our system.

Courtesy Card Privileges & Limitations

1. The library gives first priority to SCU law faculty, staff and law students.
2. Courtesy card holders have access to most of the collections and to reference assistance. Courtesy card holders may not borrow microforms, material on course reserve, periodicals, law reviews, SCU law school exams, or material designated as "non-circulating" or "library use only."
3. Courtesy card holders may photocopy materials to which they have access, in accordance with existing copyright restrictions, at the same prices offered to SCU faculty, staff and law students. To make photocopies, you must add money to the flex account on your courtesy card using the Value Transfer Station located near the library entrance. There is no coin/bill photocopier in the law library.
4. Courtesy card holders may not use the computer labs in the law library. Other computer terminals are available outside of the labs to search the online catalog or access the Internet. Printing, word processing, and wireless access is not available to courtesy card holders.
5. Courtesy card holders can access LEXIS or WESTLAW on any public terminal if they have their own personal LEXIS or WESTLAW accounts. Heafey Law Library does not provide courtesy card holders with free access to these databases. There may be other legal databases that might provide relevant information. Please ask a reference librarian for help with these databases.
6. Courtesy card holders may not use the conference rooms in the law library.
7. Courtesy card holders may not request materials through interlibrary loan at the law library. This service may be provided to courtesy card holders through their public, corporate or county law library.
8. Heafey Law Library reserves the right to limit use of certain library equipment to SCU law faculty, staff and students during periods of heavy use.
9. The main library, Orradre, will be unavailable for at least two years starting Summer 2006 in order to build a new library. Please contact the Orradre circulation desk at (408) 554-5020 for more information regarding access to their general collection in storage.
10. We charge a \$3.00 fee to replace a lost courtesy card. Lost courtesy cards are deactivated to prevent unauthorized use of the law library.