



Information Guide

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 technician 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 both labs are:

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

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 at <http://www.sandiego.edu/its/teaching/labs/students/hours.php>. 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 robert@sandiego.edu.

Food & drink:

Food and drink are allowed in the library, however, they are not allowed in the LRC computer labs.

Printing costs:

In order to print, you must have sufficient campus cash funds on your ID card. Go to <http://www.sandiego.edu/campus-card/campus-cash/> for information about campus cash and how to load funds to your card. 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 networked black/white and color printers 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 Printers

Printing to the designated Lexis printers in the main lab is free with whatever limitations Lexis 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. Westlaw does not provide free printing.

Word Processing

Office 2016 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.

11/22/2017 (Rev.)

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