West Study Aids Tutorial Script
Fall 2019
Runtime: 2:22

Slide #1
IMAGE: Green background
TEXT: “Antonin Scalia Law School” centered

Slide #2
IMAGE: Photo of mobile phone, tablet, and laptop with West Academic Study Aids site displayed on the screens
TEXT: West Academic Study Aids, George Mason University Law Library

AUDIO: Welcome to the George Mason Law Library Tutorial Series. This video covers how to access Study Aids from the George Mason University Law Library homepage.

Slide #3
IMAGE: Cover art for three (3) featured books: “Principles of Legal Research” Concise Hornbook, “Civil Procedure” High Court Case Summaries, and “Civil Procedure” In-a-Nutshell
TEXT: “Study Aids Series” in left-hand column

AUDIO: The Law Library subscribes to West Academic Study Aids to provide you with free access to resources that will help you prepare for class and study for exams. You’ll have online access to study supplements like the Concise Hornbook Series, the High Court Case Summaries, and all of the Nutshells.

Slide #4
IMAGE: Screenshot of GMU Law Library website Homepage
TEXT: law.gmu.edu/library

AUDIO: To begin, you’ll want to go to law.gmu.edu/library to access our homepage.

Live Demo: GMU Law Library Homepage
VIDEO: Cursor moves to top right corner of GMU Law Library website Homepage. Cursor clicks yellow “Quick Links” button and points to “West Academic Study Aids” in the bottom of the drop-down menu. Homepage scrolls down to “Popular Databases” in right footer menu, and cursor selects the second to last option that reads “West Academic Study Aids”.
Once you’re here, you’ll see a link to West Academic Study Aids under the “Quick Links” option. You can also find a link at the very bottom of the page under “Popular Databases”.

**Live Demo: Study Aids Homepage**

VIDEO: Blue and white West Academic Study Aids homepage. Cursor moves to top right corner of page to select the text “Create an Account”.

The first time you log-in to the Study Aids, you will need to create an account.

**Live Demo: Study Aids Registration**

VIDEO: West Academic registration page titled “Create Your Account” with an option to select registration status as “Faculty”, “Student”, “Bookstore”, or “Professional”. Cursor selects “Student” option and clicks blue “Next” button. The second page of the “Create Your Account” submission form loads, with fields for “Email,” “First Name,” “Last Name,” “Student Type,” “School,” and address information. Cursor selects “Cancel” to return to homepage.

After you’ve registered, you’ll have 24/7 access to our subscription wherever you have internet access, regardless of your location.

**Live Demo: Searching Study Aids**

IMAGE: Blue and white West Academic Study Aids home page. Cursor is placed in Search box at the top of the screen and “legal research” is typed into the field. Cursor moves to the right and selects blue “Search” button.

Study Aids are full-text searchable. The main search box supports both natural language and terms and connectors searching.

**Live Demo: Browsing Study Aids**

IMAGE: “Search Results” page loads for “legal research”. Cursor selects the “1L Subjects” menu option in blue, above the search results. Drop-down menu for “1L Subjects” appears with multiple topics. Cursor selects “Legal Research and Writing”, which loads a new “Search Results” page.

If you’d like to browse, you can click the appropriate category and select a topic from the dropdown menu.
**Live Demo: Navigating Study Aids E-books**

**VIDEO:** Cursor selects the “Legal Research in a Nutshell” e-book from the “Search Results” page. The e-book page loads, displaying cover art, publication information, and e-book navigation options to “Search in Book,” “Browse Book,” or view the “Book Description.” Cursor selects “Search in Book” to display search bar, and then “Browse Book” to display Table of Contents.

**AUDIO:** By clicking on a title you can navigate through an e-book using the Search in Book tool or you can use the Table of Contents.

**Live Demo: E-books Available Offline**

**VIDEO:** Cursor moves to a tan box at the top of the e-book navigation menu options. Cursor selects the hyperlinked text “Learn More” next to the bold text “Available Offline.” A pop-up box appears titled “Sign In or Create an Account” with information on extra functionality available to registered users.

**AUDIO:** Selected titles can be viewed offline. Click “Learn More” next to the Available Offline box for instructions on how to use this feature.

**Slide #5**

**IMAGE:** Black and white photo of “Room 146” with a librarian pictured in the background sitting at the reference desk

**TEXT:** “Research Assistance” in left-hand column. Right column titled “Reference Assistance” with body text “Room 146, Walk-In Hours Mon – Thurs 9 a.m. – 9 p.m., Fri 9 a.m. – 5 p.m.” and “Not in the building? No problem. Send us an email at lawref@gmu.edu or call us at (703) 993-8076.

**AUDIO:** If you have any questions or encounter difficulties accessing or navigating this subscription, our reference librarians are happy to help! The reference office is on the first floor of the library, past the circulation desk, and to the left. Thank you!