

SOL BLATT JR. LAW LIBRARY

Library *Adjunct* Faculty Sourcebook 2016 - 2017



81 Mary St.
Charleston, S.C. 29403
Circulation: 843.377.1119
Reference: 843.377.4020
www.charlestonlaw.edu/

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Introduction

Welcome to the Sol Blatt Jr. Law Library! We are here to work with you to satisfy your information needs. We wrote this handbook to help acquaint you with our staff, collection and services. A staff directory is included.

Via email, the telephone or at the Reference Desk, librarians and technology staff will assist you with classroom audiovisual, interlibrary loans, tours, lectures, and bibliographies. We can help you develop research strategies, locate hard to find sources, and create current awareness updates. Please stop by.

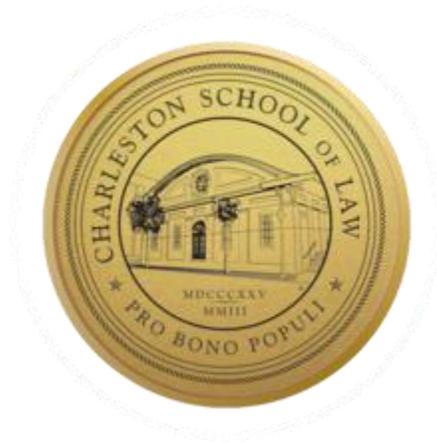
Many of our materials are purchased in electronic format which can be accessed on campus as well as off campus. While we purchase many materials in electronic format, we also collect print and audiovisual materials.

[Electronic resources](#) can be accessed at any time from any place via our web page. If you have difficulty locating information on a topic in either print or electronic format, call us at 843.377.4020. We can help.

You and your needs are important to us. If you can think of some way for us to improve our services to you, please let me know.

Lisa Smith-Butler

Lisa Smith-Butler, Associate Dean & Associate Professor &
The Sol Blatt Jr. Law Library & Technology Staff



Law Library and Technology Staff Directory
Phone Prefix is 843.377.
Offices are in 81 Mary St.

Name	Position	Office #	Phone	Email
Lisa Smith-Butler	Associate Dean of Information and Associate Professor	111	x 2144	lsbutler@charlestonlaw.edu
Paula Tejada	Associate Librarian/Head of Technical Services	220	x 2152	ptejada@charlestonlaw.edu
Melissa Strickland	Reference and Electronic Services Librarian	212	x 4908	mstrickland@charlestonlaw.edu
Erica McDaniel	Evening Services Librarian	121	x 4020	emcdaniel@charlestonlaw.edu
Allison Jones	Systems Librarian	218	x 2155	ajones@charlestonlaw.edu
Nancy Betancourt	Technical Services Assistant	113	x 2441	nbetancourt@charlestonlaw.edu
Tom Kascak	Director of Information Technology	214	x 0998	tkascak@charlestonlaw.edu
Jamie Hiers	Associate Director of Information Technology	110	x 2159	jhiers@charlestonlaw.edu



General Information about the Sol Blatt Jr. Law Library

Hours of Operation

The Sol Blatt Jr. Law Library is open the following [hours](#):

Monday - Thursday	7:30 a.m. to Midnight
Friday	7:30 a.m. to 10:00 p.m.
Saturday	10:00 a.m. to 10:00 p.m.
Sunday	Noon to Midnight

Reference service is available:

Monday - Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 6:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	2:00 p.m. to 8:00 p.m.

Hours may vary during holidays, summer, and exams. During exams and the reading period for the Fall and Spring semesters, the Library will be open for extended hours.

Access the Library via the north doors on either the east or west side of the building. You will need your Charleston School of Law SONITROL card to enter the building.

Policies

Smoking is prohibited within the Library. If you use chewing tobacco products, please dispose of finished items in the trashcan.

Beverages are permitted. Please wipe up any spills.

Pagers and cellular phones must be placed in vibrate mode when entering the Library. If you need to place or receive a call, please have your conversation in the Barrister area.

Please **reshelve** your library materials.

Collection

The Sol Blatt Jr. Law Library collects materials in electronic, print, and audio visual formats. We provide access to 661,334 titles in print and electronic formats for students, faculty and staff.

Print Materials and Core Collection of Primary Sources of American Law

The library uses the [LC \(Library of Congress\)](#) classification system for its materials.

The core collection of American primary sources (i.e. cases, statutes and regulations) of law at both the state and federal levels is located on the first floor.

Current federal codes, the U.S.C., the U.S.C.A., and the U.S.C.S., are available in Rows 4A-5B along with federal session laws published in the STATUTES AT LARGE and UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS. U.S. treaties are available in electronic format via the [HeinOnline Treaty databases](#) while U.N. treaties are available via the electronic [U.N. Treaty Series](#).

Final federal regulations are available in the CODE OF FEDERAL REGULATIONS which is shelved immediately following the federal session laws on row 5B. Pending federal regulations are published in the FEDERAL REGISTER which is available electronically via Bloomberg Law, [FDsys](#), HeinOnline, Lexis Advance, and WestlawNext.

Immediately following these materials on the shelves are publications of federal court cases from the U.S. Supreme Court (SUPREME COURT REPORTER and U.S. REPORTS), the federal circuit courts of appeal (FEDERAL REPORTER Series), and the federal district, i.e. trial, courts (FEDERAL SUPPLEMENT Series.) The SUPREME COURT DIGEST indexes and provides topics and key numbers to materials in the SUPREME COURT REPORTER while the MODERN FEDERAL PRACTICE DIGEST (6 non-cumulating sets) performs the same functions for decisions in the FEDERAL SUPPLEMENT and FEDERAL REPORTER. Earlier federal decisions, published in the series known as FEDERAL CASES, are available in print and electronically via the [LLMC](#) resource. These materials are located in aisles 6A to 15A

Immediately following the federal materials are all state appellate court decisions. These decisions are collected in the NATIONAL REPORTER SYSTEM which consists of the: ATLANTIC REPORTER, NORTH EASTERN REPORTER, NORTH WESTERN REPORTER, PACIFIC REPORTER, SOUTH EASTERN REPORTER, SOUTH WESTERN REPORTER, and SOUTHERN REPORTER. The DECENNIAL and GENERAL DIGESTS provide subject access to decisions in these reporters. These materials are located in aisles 15B to 28B

Finding aids, such as national legal encyclopedias, Am. Jur. and C.J.S., and American Law Reports are shelved after the federal materials. They can be found in aisles 29A to 31B.

State codes and reporters are next. Decisions from the state appellate courts for California and New York are collected in print as are statutes for California, Delaware, Florida, Georgia, Maryland, New York, North Carolina, South Carolina, Virginia and West Virginia. Other state statutory materials are available electronically via Bloomberg, Lexis and Westlaw services. They are located in aisles 33A to 36B.

All South Carolina materials are collected in print format. Electronic formats, when available, are also collected. Pending [South Carolina bills, session laws, statutes](#) (CODE OF LAWS OF SOUTH CAROLINA,) and regulations are collected as are South Carolina [appellate and supreme court decisions](#) which are published in the SOUTH CAROLINA REPORTS and the SOUTH EASTERN REPORTER. A SOUTH CAROLINA DIGEST and a SOUTH EASTERN DIGEST provide access to the court opinions. All treatises published on South Carolina law are collected and shelved on the

first floor with the South Carolina statutes and cases. These materials can be found in aisles 38B to 41B. Duplicate South Carolina materials are located on the second floor of the library.

General collection materials immediately follow the South Carolina materials. They are located in aisles 42A to 51A.

Audiovisual and bar review materials are located at the Reference office on the first floor as well as selected research materials.

Study aids and class reserve materials are located at the front of the library near the circulation desk. Those books are found in aisles 1 to 3.

A [Major Title Locator](#) is available online and in kiosks located on the second floor as is a library map. Research Guides are also available in the second floor kiosks and online.

Electronic Subscriptions and Access

Charleston School of Law students can access a great deal of information electronically. Students are trained on and receive individual passwords to use Bloomberg Law, FastCase, Lexis Advance and WestlawNext. These resources provide access to the full text of federal and state cases, statutes, and regulations. Coverage in these areas is comprehensive. WestlawNext and Lexis Advance also provide the full text of selected law reviews, treatises and company information. Bloomberg Law provides access to PACER dockets. For information about these **passwords**, contact **Melissa Strickland** at either **843.377.4908** or mstrickland@charlestonlaw.edu.

The Sol Blatt Jr. Law Library has many [electronic](#) sources including:

- **18th Century Collections Online**
- **Bloomberg Law**
- **Bloomberg BNA**
- **CALI**
- **CCH**
- **CIAO (Columbia International Affairs Online)**
- **CILP (Current Index Legal Periodicals)**
- **Environmental Law Reporter**
- **HeinOnline**
- **Index to Legal Periodicals**
- **Index to Legal Periodicals Retrospective**
- **JSTOR**
- **Legal Trac**
- **Lexis Advance**
- **LLMC Digital**
- **Making of Modern Law: Legal Treatises**
- **Making of Modern Law: Primary Sources, 1620-1926**

- **Making of Modern Law: Trials 1620 – 1926**
- **Making of the Modern World**
- **Max Planck Encyclopedia of Public International Law**
- **Oxford English Dictionary**
- **ProQuest**
- **ProQuest Congressional**
- **ProQuest Legislative Insight**
- **U.S. Supreme Court Records & Briefs**
- **Westlaw**

These sources provide access to various documents such as public laws, bills, committee reports, U.S. Supreme Court decisions, and treatises. These materials are located online under

[Research Resources/Databases.](#)

These electronic resources may be accessed while on or off campus. To access these electronic resources while on or off campus, select *research resources* and then select *databases*. Next select and click on the desired title. If you are off campus, a green screen will then appear, asking you to authenticate. A pop up box will then ask you to input your login and password. At the login box, enter: **legaladjunct**. At the password box, key in: **adjunctlegal2016**.

Verizon LTE 4:40 PM 100%

proxy.charlestonlaw.edu

Apple Disney ESPN Yahoo

Charleston School of Law - The Charleston School of Law proxy.charlestonlaw.edu/login?url=http%3a%2f%2fgalenet.galegroup.com%2f...

Authentication Screen for access to the CSOL Library Database Collection

Please follow the instructions below to gain access to our database collection:

Students
Your username is the first part of your email (Ex. JBDoe@charlestonlaw.edu = JBDoe)
Your password is your Equitrac password that you use to retrieve print jobs.

Faculty and Staff
You should use the same username and password that you use to login to your machine for access (Ex. lsbutler and your login password)

Enter your username here:

Enter your password here:

Click to continue

Gavel

Gavel is the library's web based catalog, providing access to library materials via:

author searching;
title searching;
keyword searching;
call number searching;
publisher searching; or
LC subject heading searching.

The screenshot shows the top of the Gavel catalog website. The header is green with 'CHARLESTON SCHOOL OF LAW' in white and 'Sol Blatt Jr. Law Library' in a darker green. Below the header is a dark green navigation bar with links for 'Start', 'Search', 'Lists', 'My Account', 'Help', and 'Sign In'. On the left is a 'Useful Links' sidebar with a list of links including 'Library email', 'Library info', 'Databases', 'How to Search the Catalog: A Video Tutorial', 'Book Request through Interlibrary Loan', and 'Article Request through Interlibrary Loan'. The main content area is white and features the text 'Charleston School of Law' and 'Welcome to the Gavel! The Sol Blatt Jr. Law Library's online catalog.' Below this is an 'Advanced Search' section with three input fields for 'Word(s)', 'Title', and 'Author', each with a dropdown menu. There are also dropdown menus for 'AND' and 'Matching:' (set to 'Exact Phrase'). 'Search' and 'Start Over' buttons are on the right. A 'Find:' label is at the bottom left of the search area.

The catalog will retrieve a record, providing the call number, and location within the library. It also indicates whether the material is available. You can browse the Library's catalog from your desk or your home at <http://c92004.eos-intl.net/C92004/OPAC/Index.aspx>.

Services Provided to Adjunct Faculty

Whom Do I Call for....?

Audiovisual

Help Desk x 4050

Catalog (The Gavel)

Paula Tejeda x 2152

Allison Jones x 2155

Classroom Podiums (NOMAD)

Help Desk x 4050

ExamSoft

Jamie Hiers x 2159

Interlibrary Loan

Melissa Strickland x 4908

Passwords for Bloomberg Law, FastCase,
LexisAdvance & WestlawNext

Melissa Strickland x 4908

Simulcasting Between Rooms

Tom Kascak x 0098

Skype

Tom Kascak x 0098

TWEN/Blackboard

Melissa Strickland x 4908

Training & Instruction

Lisa Smith-Butler x 2144

Videoconferencing

Tom Kascak x 0098

Interlibrary Loan Requests

If the Library does not have an item that you would like, the Library will attempt to obtain the material from another library via the **interlibrary loan** process. Time to obtain such materials varies. To handle your ILL request, contact Melissa Strickland at mstrickland@charlestonlaw.edu. While we will try to assist you without a citation, a complete citation to the material is always helpful and greatly appreciated.

Research Lectures

Librarians can provide research lectures for a class and tailor the lecture to fit the research parameters of the class. Contact Lisa Smith-Butler at x 2144 or your liaison to arrange for a librarian to lecture.

Information Services Available

Lunch & Learn Series

Law librarians and technology staff also conduct individual and group workshops on resources and skills. If we hear about a new product that we think you should be aware of we will notify you. We hold **Lunch & Learn** series from September through April to provide you with information about resources and technology. For the Fall 2016 semester, we will hold the following sessions:

Welcome Back! Academic Affairs, Library & Technology, & Student Services
Thursday, August 11th, 2016, 12:00 – 1:00 p.m., Library, Room 101A

FastCase: The South Carolina Bar CALR
(joint session with students and pizza from Domino's provided)
Monday, September 19th, 2016, 12:00 – 1:00 p.m., Library, Room 101A

Using TWEN as a Course Management System and Incorporating GotoWebinar
Tuesday, October 18th, 2016, 12:00 – 1:00 p.m., 385 Meeting, Room 332

THE FOUR CORNERS

This is a publication produced by the librarians at the Sol Blatt Jr. Law Library. It includes a brief article written by one of the librarians about a specialized research topic. Tech tips as well as selected books and URLs are also included. Citations to recent faculty publications are included.

Tours of the Law Library and Technology Center

Librarians can also provide individual or class tours upon request. Contact Lisa Smith-Butler at x 2144 or Paula Tejada at x 2152 to schedule a tour of the Sol Blatt Jr. Law Library.

Current Awareness Resources

Alerts

To help you remain current with developing legal news, we can create Bloomberg Law, Lexis Advance or WestlawNext alerts for you. With these resources, you can ask the service to notify you when a piece of legislation is enacted, a U.S. Supreme Court decision is handed down, your article or book is cited, or you are mentioned in the news. These services allow you to create a search in a particular database, have the database automatically run the search on a daily, weekly or monthly basis and then notify you via email of search results. If you would like, we can also train you to create your own alerts.

BNA Alerts are also available and will deliver daily or weekly BNA newsletters directly to your mailbox. Check with your librarian liaison to find out more information about these resources.

Blogs

Blogs are another current awareness resource. The library has its own blog, [THE BARRISTER](#), which is updated with breaking cases and trends in the legal world several times a week. If you are interested in learning about blogs or other social media tools, contact Lisa Smith-Butler at x 2144.

Social Media

Check out the library's:

- [Facebook](#) page;
- [LinkedIn](#) profile; and
- [Twitter](#) feed.

Prior Exams

Prior exams can be posted electronically to the Law Library's catalog, the Gavel. Students can search for these exams by a faculty member's name. To place an exam in the catalog, contact either Paula Tejada at x 2152 or Allison Jones at x 2155.

Technology Services Available

Audiovisual Equipment for Classes

AV requests should be directed to AVsupport@charlestonlaw.edu or 843.408.3253. Staff can assist you with use of the Nomad Podiums in classrooms, classroom recordings, microphones and videoconferencing. If you are unable to reach AV support, contact the Help Desk at x 4050.

You can complete an AV Services Form online at <http://www.charlestonlaw.edu/Library/Computer-Services-Information-Technology/AV-Media-Support-Request-Form.aspx> at to request set up assistance, wireless microphones, slide advancers, speaker phones, SKYPE, or class or program recordings.

ExamSoft

ExamSoft is the exam software used at the Charleston School of Law. It handles both essay and multiple choice questions. This software locks a student's computer down, disabling access to all software programs and the Internet. In the event of a computer malfunction, backup copies of the exam are saved in a special file on the student's computer. This file is password protected and can be accessed only by an ExamSoft administrator. Direct questions about ExamSoft to Jamie Hiers at x 2159 or jhiers@charlestonlaw.edu.

SONIS

SONIS is handled by the Office of Academic Affairs as it is the Charleston School of Law's registration system that handles student registration, grade processing and faculty course management. With SONIS, you can print out a photobook of your class, obtain a class roster, input class attendance, and email students in the class. Students access their final course grades with this system. Currently SONIS can be accessed at *CSOL Access* link which is available on the law school's web site at <https://www.csolaccess.com/>. To obtain a password or request SONIS training, contact Jennifer Summers at x 2410 or jsummers@charlestonlaw.edu . For SONIS support or reports, contact Jamie Hiers at x 2159 or jhiers@charlestonlaw.edu .

TWEN

Many professors at the Charleston School of Law use Westlaw's course management system, TWEN, to manage their courses. With TWEN, you can post your syllabus and course materials online in one place that is easily accessible to students. You can also post links to Internet sites that you think are important as well as use the quiz and polling features. For more information about TWEN, contact Melissa Strickland, Reference and Electronic Services Librarian at x 4908 or mstrickland@charlestonlaw.edu. You can access TWEN using your Westlaw password. Questions about your Westlaw password should be directed to Melissa Strickland at x 4908.

Laptop Connectivity Assistance

Laptop assistance is available during the day and during posted evening hours to help connect your laptop to the campus wireless network. Necessary prerequisite to access the campus wireless network includes:

- laptop manufactured within the last five years;
- a licensed and current Antivirus software is maintained on the laptop (for Windows PCs); and
- operating system updates (Windows Updates and MAC Updates/patches) that are current.

If you plan to connect your laptop to the campus wireless network, please contact the Help Desk at 843.377.4050 to schedule an appointment and arrange.

Conclusion

We hope you enjoy your time spent in the Sol Blatt Jr. Law Library. We are here to assist you. If you have any comments or suggestions about services and resources, contact Lisa Smith-Butler at x 2144 or lsbutler@charlestonlaw.edu .