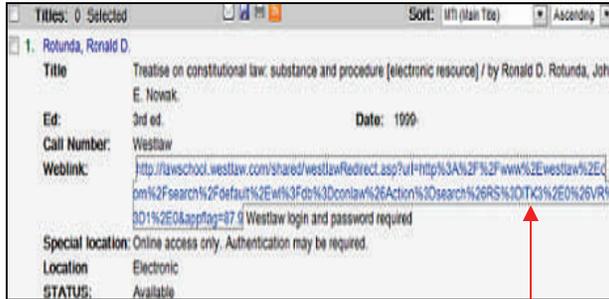## If an item is available electronically, how do I access it?

Items available electronically can be accessed by clicking the **weblink.** You may be prompted to authenticate for access, i.e. enter a username and password. Should you have questions regarding what username and password you should use, please ask a librarian.


Is it possible to search several databases at once?

The **Federated Search** is a simultaneous search across a select number of databases. To access, select the Federated Search module from the **Search** dropdown. If, for example, you would like to find articles regarding the First Amendment, enter your search terms in the search bar, choose the databases you would like searched and click the **Search** button.
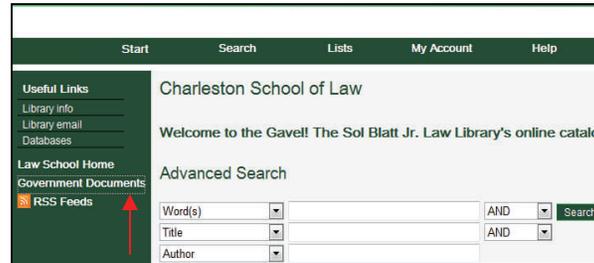

Can I use the Gavel to see which books my professors have put on class reserve?

Yes, click the **Course Search** module from the **Search** dropdown. Search by a professor's name, course name or course number.
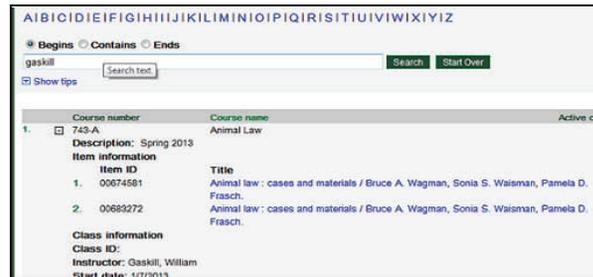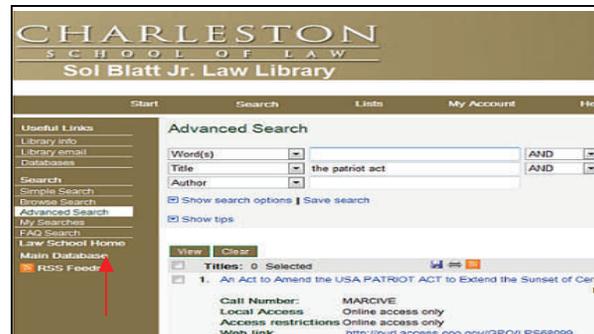

How do I locate Government Documents using the Gavel?

Click the Government Documents tab on the left hand side of the Gavel's main page.
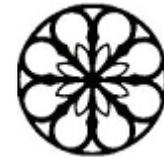

The Government Documents database also defaults to the Advanced Search. To exit the Government Documents, click the Main Database link to return to the Gavel's main page.

CHARLESTON
SCHOOL OF LAW

How to Search the Gavel:
Frequently Asked Questions about the Sol Blatt Jr. Law Library's Catalog

Regular Hours

Monday-Thursday   7:30 a.m. to Midnight

Friday   7:30 a.m. to 10 p.m.

Saturday   10:00 a.m. to 10 p.m.

Sunday   Noon to Midnight

Circulation Desk: 843.377.1119

Reference Desk: 843.377.4020

Library Webpage: charlestonlaw.edu/Library.aspx

Gavel (Main Database):
http://207.67.203.78/C92004/OPAC/Index.aspx

**Charleston School of Law
Sol Blatt Jr. Law Library
81 Mary Street
Charleston, South Carolina 29403**

What is the Gavel?

The Gavel is Charleston School of Law's library catalog. Through the Gavel, patrons can locate audiovisual materials, legal treatises, textbooks, study aids, historical legal information and law journals.
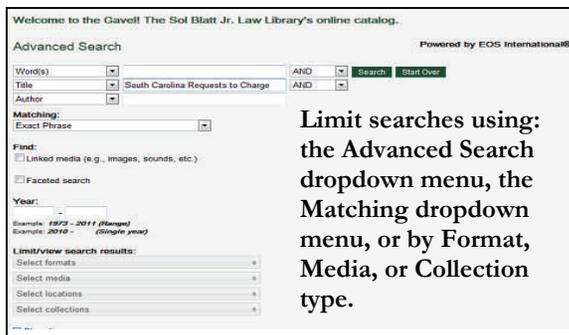
How can I access the Gavel?

The Gavel is accessible from both on and off campus by clicking the library dropdown menu on Charleston School of Law's website, and on the Library's main page by clicking either the **Search the Library Catalog** or the **Library Resources links.**

How do I search the Gavel?

The Gavel defaults to an **Advanced Search** option with features available for narrowing searches.

Limit searches using: the Advanced Search dropdown menu, the Matching dropdown menu, or by Format, Media, or Collection type.
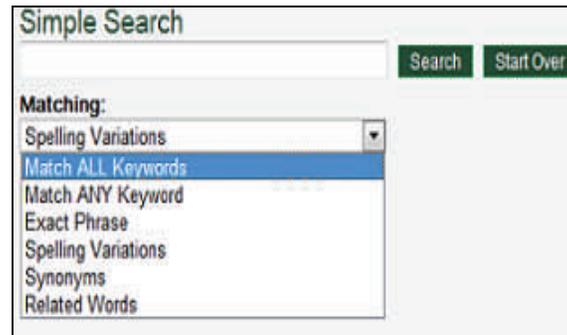
Are there additional search types available?

Clicking the **Search** dropdown will display more search options.

What are the differences between a Simple Search and a Browse Search?

Simple Search looks for keywords and phrases. This search can be limited further from the **Matching** dropdown.


A **Browse Search** can be narrowed by using the **Look For** dropdown menu and choosing a search field such as title, author or subject. The search can be further narrowed by using the A to Z index at the top of the page; by entering a letter, word or phrase into the search bar; or, by entering a letter, word, or phrase and selecting from the Begins, Contains, or Ends filters.

How do I know if an item is available for circulation?

No matter which search type you perform, the Gavel will generate results indicating whether an item is available for circulation, all formats in which it can be accessed, and its location within the collection.

In this example, if the book was checked out, the Status would read Checked Out.
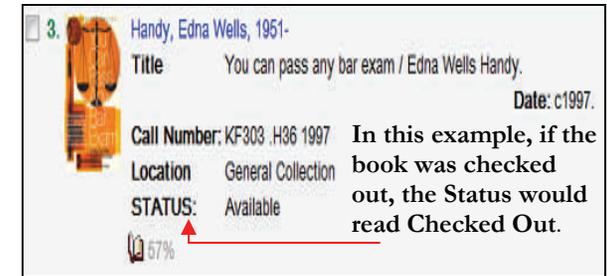
If I have several items checked out, can I use the Gavel to determine the due date for each one?

Yes, due dates are displayed in the **My Accounts** dropdown and clicking the **My Checkouts** tab. The username and password for the **My Accounts** is your library barcode number located on your Charleston School of Law ID.