

# SOL BLATT JR. LAW LIBRARY

## *Library Adjunct Faculty Sourcebook* 2017 – 2018



81 Mary St.  
Charleston, S.C. 29403  
Circulation: 843.377.1119  
Reference: 843.377.4020  
[www.charlestonlaw.edu/](http://www.charlestonlaw.edu/)

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## Introduction

Welcome to the Sol Blatt Jr. Law Library! We are here to work with you in order 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 audio visual, inter-library 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 audio visual 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.

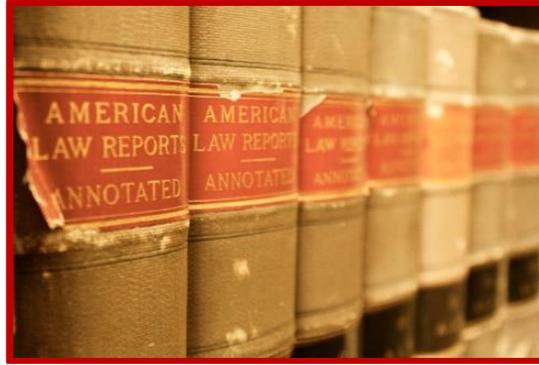
*Lisa Smith-Butler*

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



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

<b>Name</b>	<b>Position</b>	<b>Office #</b>	<b>Phone</b>	<b>Email</b>
Lisa Smith-Butler	Associate Dean of Information & Associate Professor	111	x2144	<a href="mailto:lsbutler@charlestonlaw.edu">lsbutler@charlestonlaw.edu</a>
Kathleen Brown	Deputy Director and Adjunct Professor	216	x2432	<a href="mailto:kbrown@charlestonlaw.edu">kbrown@charlestonlaw.edu</a>
Cassandra Patterson	Reference & Outreach Services Librarian	218	x2152	<a href="mailto:cpatterson@charlestonlaw.edu">cpatterson@charlestonlaw.edu</a>
Vacant	Reference & Electronic Services Librarian	220		
Marisa Henthorn	Access Services Library Assistant	212	x2421	<a href="mailto:mhenthorn@charlestonlaw.edu">mhenthorn@charlestonlaw.edu</a>
Nancy Betancourt	Procurement Services Library Assistant	214	x2441	<a href="mailto:nbetancourt@charlestonlaw.edu">nbetancourt@charlestonlaw.edu</a>
Jamie Hiers	Director of Information Technology	120	x2159	<a href="mailto:jhiers@charlestonlaw.edu">jhiers@charlestonlaw.edu</a>
Jack Storey	AV Assistant	113	x4904	<a href="mailto:jstorey@charlestonlaw.edu">jstorey@charlestonlaw.edu</a>
Dominique Bivins	Help Desk Assistant	113	x0998	<a href="mailto:dbivins@charlestonlaw.edu">dbivins@charlestonlaw.edu</a>
Willis Long	Help Desk Assistant	113	x2447	<a href="mailto:wlong@charlestonlaw.edu">wlong@charlestonlaw.edu</a>
Circulation Desk		81 Mary Lobby Hall	x1119	<a href="mailto:circulation@charlestonlaw.edu">circulation@charlestonlaw.edu</a>
Help Desk		113	x4050	<a href="mailto:itsupport@charlestonlaw.edu">itsupport@charlestonlaw.edu</a>
Reference Desk		81 Mary Lobby Hall	x4020	<a href="mailto:reference@charlestonlaw.edu">reference@charlestonlaw.edu</a>



## 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 7:00 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, including e-cigarettes, 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. Wipes are available upon request at the Circulation and Reference desks.

There is a small kitchenette on the second floor at the rear of the Library which allows students to microwave lunches. Please eat in the Barrister area where tables and chairs are provided for that purpose.

**Pagers** and **cellular phones** must be placed on 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** any library materials that you use if you are not checking those items out.

## 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 classified 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. These materials are not classified.

Current federal codes, the U.S.C., the U.S.C.A., and the U.S.C.S., are available in aisles 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 in aisle 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 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. The DECENNIAL DIGESTS are available in aisles 15B through 16B.

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 17A 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, as well as selected research materials, are located at the Reference desk on the first floor.

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* and a library map are available online and in kiosks located on the second floor. 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 Westlaw. 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 **Marisa Henthorn** at either **843.377.2421** or [mhenthorn@charlestonlaw.edu](mailto:mhenthorn@charlestonlaw.edu) .

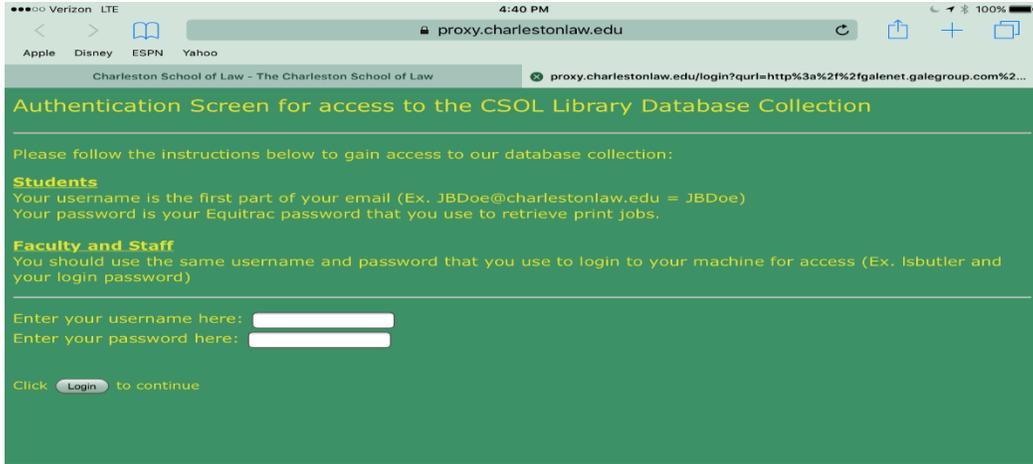
The Sol Blatt Jr. Law Library has many electronic sources including:

**18<sup>th</sup> 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.

### [Research Resources/Databases.](#)

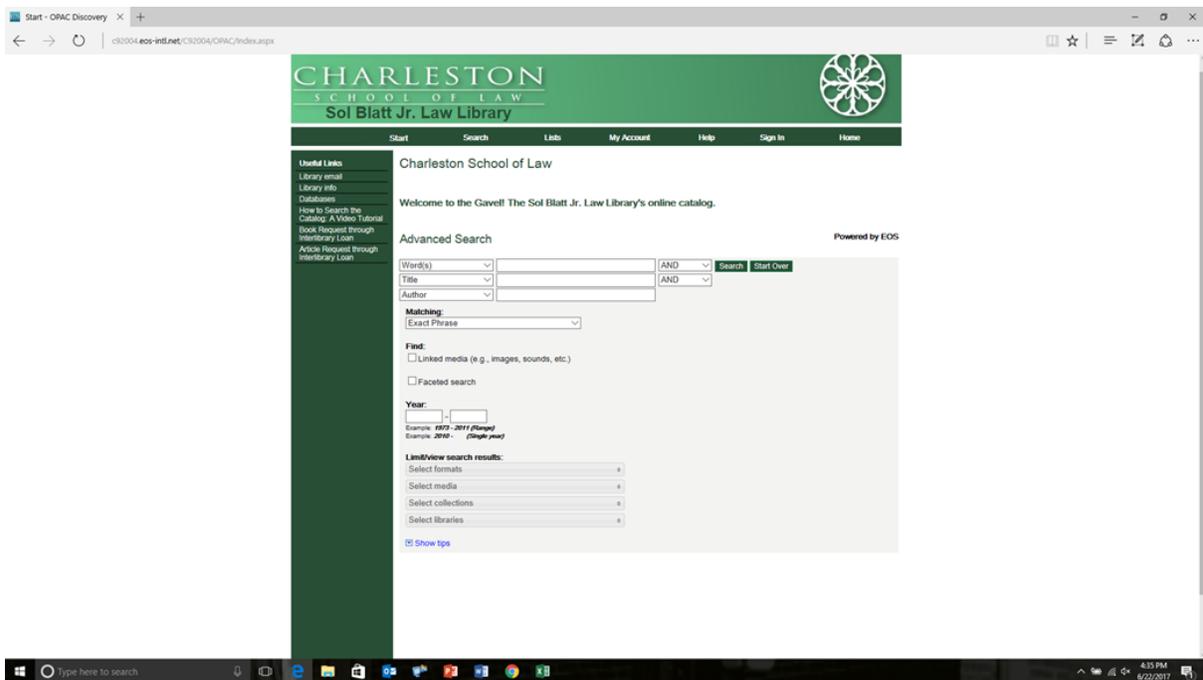
These electronic resources may be accessed while on or off campus. To access these electronic resources while on or off campus, select **research resources** and then select **databases**. Next select and click on the desired title. If you are off campus, a green screen will then appear, asking you to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



## 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 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 when clicking [here](#).

## Services Provided to Adjunct Faculty

### Whom Do I Call for....?

Audio Visual	Jack Storey x4905 / 843.408.8059 (C) Help Desk x4050
<a href="#">Catalog</a> (The Gavel)	Lisa Smith-Butler x2144 Katie Brown x2432
Circulation Desk	Marisa Henthorn x2421
Classroom Podiums (NOMAD)	Jack Storey x4905 / 843.408.8059 (C) Help Desk x4050
Inter-Library Loan Faculty	Katie Brown x2432
Passwords for Bloomberg Law, LexisAdvance & WestlawNext	Marisa Henthorn x2421
Simulcasting Between Rooms	Jack Storey x4905
Skype	Jack Storey x4905
TWEN/Blackboard	Marisa Henthorn x2421
Training & Instruction	Lisa Smith-Butler x2144 Katie Brown x2432
Videoconferencing	Jack Storey x4905

### [Interlibrary Loan Requests](#)

If the Library does not have an item that you would like, the Library will obtain the material from another library via the **interlibrary loan** process. Time to obtain such materials varies. To handle your ILL request, contact Kathleen Brown, Deputy Director @ [kbrown@charlestonlaw.edu](mailto:kbrown@charlestonlaw.edu) or 843.377.2432. 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 843.377.2144 or Kathleen Brown at 843.377.2432 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 2017 semester, we will hold the following sessions:

**Welcome Back! Academic Affairs, Library & Technology & Student Services**  
**Friday, August 11th, 2017, 12:00 – 1:00 p.m., 385 Meeting St., Room 332, Lunch Provided**

### **Webinars Available Via GoToWebinar**

**Exploring Bloomberg Law's Analytics & Dockets Available in September**

**Social Media: It's Not Just Tweeting Available in October**

**ExamSoft and TWEN Available in November**

## 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 843.377.2144 or Kathleen Brown at 843.377.2432 to schedule a tour of the Sol Blatt Jr. Law Library.

## Current Awareness Resources

### **Westclips and Alerts**

To help you remain current with developing legal news, we can create Bloomberg Law, FastCase, 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.

## **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 x2144**.

## **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 Kathleen Brown at 843.377.2432.

## **Technology Services Available**

### **Audio-Visual Equipment for Classes**

AV requests should be directed to [AVsupport@charlestonlaw.edu](mailto: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 x4050.

You can complete an AV Services Form online on the library's web page 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 x2159 or [jhiers@charlestonlaw.edu](mailto: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 Marisa Henthorn @ [mhenthorn@charlestonlaw.edu](mailto:mhenthorn@charlestonlaw.edu) or 843.377.2421. You can access TWEN using your Westlaw password.

## **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 x2144 or [lsbutler@charlestonlaw.edu](mailto:lsbutler@charlestonlaw.edu).

