

Finding and Checking Out What You Need in the Sol Blatt Jr. Law Library – a 1L’s Guide

Bar Review items are located in the Reference Desk area and are checked out for three days. They may not be renewed.

Bookstands are located opposite the Circulation Desk. They check out for one day and may be renewed once.

Class Reserve materials are located on the shelves across from the Circulation Desk. Class Reserve items are checked out for three hours and may be renewed one time if the item is not overdue, and no one else is waiting for the item. Only one Class Reserve item may be checked out at a time, with an exception for supplements. Any DVD or CD class reserves are kept in the Reference Desk area.

DVDs and CDs are located in the Reference Desk area and are checked out for one week. They may be renewed once if no other student has requested them.

Federal Materials, including cases, statutes, and regulations, are on rows 4 - 15, for in library use only.

Flash cards are located in the Reference Desk area. They check out for 24 hours and may not be renewed.

General Collection items are located on the first floor of the Law Library on shelves 42 through 51. General Collection items are checked out for three weeks and may be renewed once if no other student has requested the item.

Headphones are located in the Reference Desk area and check out for one day. They may not be renewed.

iPads and their accessories are located in the Reference Desk area and check out for 72 hours. They may be renewed once if no other student has requested them, but it must be

physically brought to the Reference Desk. NOTE: overdue iPads and accessories incur substantial fines.

Legal Encyclopedias and form books are on rows 29 – 31, for in Library use only.

Periodicals are located on row 32, for in Library use only.

Reference items are located in the Reference Desk area and check out for three hours. They may be renewed once and should not leave the library.

South Carolina Materials are located on rows 38B - 41. Extra copies of the *South Carolina Code* and *South Carolina Digest* are on the second floor on either side of the front stairwell. Cases, statutes, and regulations do not circulate. Other South Carolina books may be checked out for one week and may not be renewed.

State cases for states other than South Carolina are on rows 16-28. Statutes for other states are located on rows 33-36. None of these may be checked out.

Study Aids are located on the shelves next to the Circulation Desk. Study Aids are checked out for three days and may be renewed one time if the item is not overdue. Only two Study Aids may be checked out to an individual at a time.

To book a study room, go to <http://www.charlestonlaw.libcal.com/>. You will need to go to the Circulation Desk to checkout the room key. Study rooms checkout for three hours and may not be renewed.

To checkout a library book, you may see the attendant at the Circulation Desk or use the self-checkout (located near the Circulation Desk). Have the self-checkout scan the bar code on your student ID, then lay the book face up until the machine has scanned the RFID tag inside the back cover. Choose print receipt so that you will know when the book is due back.

To check an item back in, please give it to the attendant at the Circulation Desk or use the self-checkout. To check an item in using the self-checkout, just lay the book face up until the machine has read the RFID tag.