

CHARLESTON
SCHOOL OF LAW

SOL BLATT JR. LAW LIBRARY

**LIBRARY LAW STUDENT SOURCEBOOK
2017-2018**



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 in order to satisfy your information and technology needs. We wrote this handbook to help acquaint you with our staff, collection, and services. A staff directory is included.

Via email, telephone, or at the Reference and Help Desks, librarians and technology staff will assist you with research requests, interlibrary loans, and technology support. We can help you develop research strategies, locate hard to find sources, and create current awareness updates.

One of our goals is to provide you with 24/7 access to primary and secondary sources of law. To accomplish this, 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](#). You can also use our suggestion box, located at the Circulation Desk, or online on our web page to recommend purchases or offer suggestions. If you have difficulty locating information on a topic in either print or electronic format, call us at 843.377.4020. We can help.

If you have difficulty locating information on a topic in either print or electronic format, call us at the Reference Desk at 843.377.4020. We can help.

If you need assistance with technology, stop by the Help Desk which is located in the rear of the library on the first floor in Room 113. You can also contact the Help Desk at either 843.377.4050 or itsupport@charlestonlaw.edu.

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

Name	Position	Office #	Phone	Email
Kathleen Brown	Acting Associate Dean of Information & Associate Professor	216	X2432	<u>kbrown@charlestonlaw.edu</u>
Cassandra Patterson	Reference & Outreach Services Librarian	218	x2152	<u>cpatterson@charlestonlaw.edu</u>
Mary Susan Lucas	Reference & Electronic Services Librarian	220	X2145	<u>msslucas@charlestonlaw.edu</u>
Marisa Henthorn	Access Services Library Assistant	212	x2421	<u>mhenthorn@charlestonlaw.edu</u>
Nancy Betancourt	Technical Services Assistant	214	x2441	<u>nbetancourt@charlestonlaw.edu</u>
Jamie Hiers	Director of Information Technology	111	x2159	<u>jhiers@charlestonlaw.edu</u>
Jack Storey	AV Assistant	113	x4904	<u>jstorey@charlestonlaw.edu</u>
Dominique Bivins	Help Desk Assistant	113	x0998	<u>dbivins@charlestonlaw.edu</u>
Willis Long	Help Desk Assistant	113	x2447	<u>wlong@charlestonlaw.edu</u>
Circulation Desk		81 Mary Lobby Hall	x1119	<u>circulation@charlestonlaw.edu</u>
Help Desk		113	x4050	<u>itsupport@charlestonlaw.edu</u>
Reference Desk		81 Mary Lobby Hall	x4020	<u>reference@charlestonlaw.edu</u>

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 near 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, in locked cabinets.

A *Major Title Locator* and a library map are available online and in a kiosk located on the first floor. Research Guides are also available in the kiosk 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.

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.

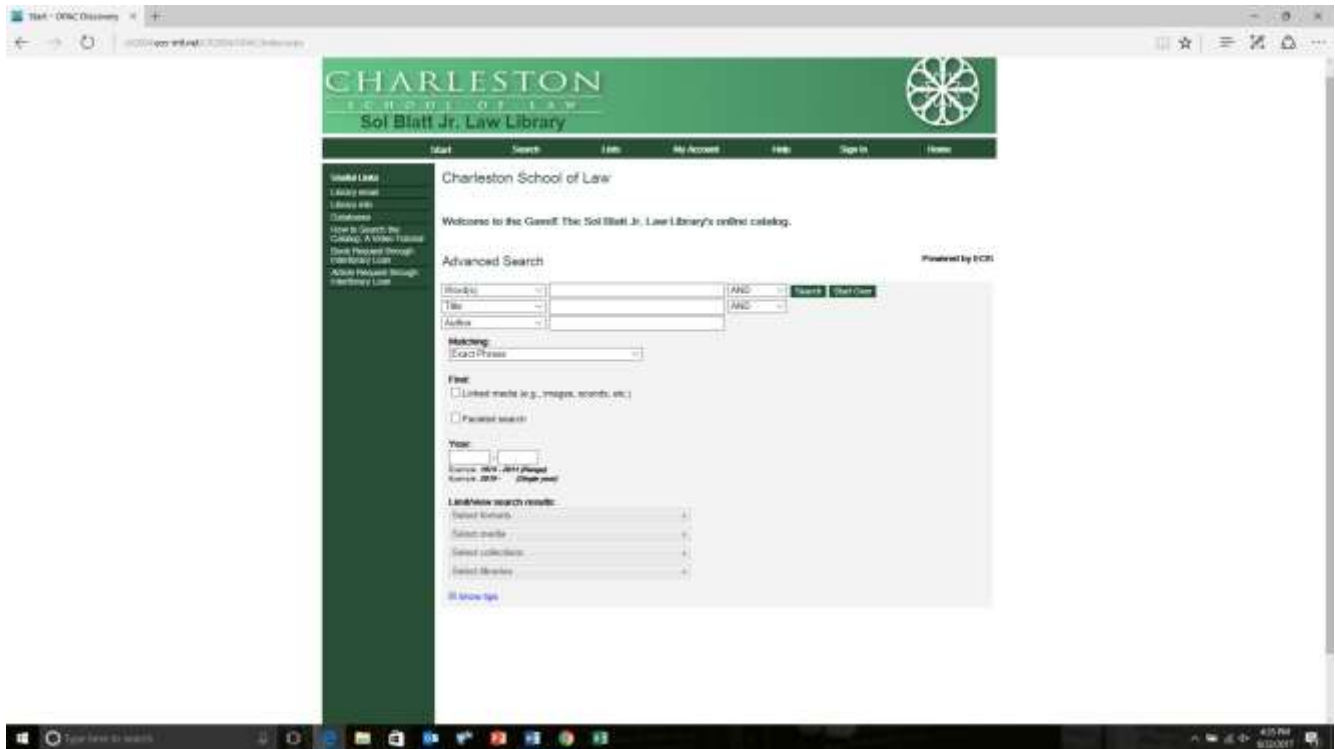
Research Resources/Databases

These electronic resources may be accessed while on or off campus. To access these electronic resources while on or off campus, select *Sol Blatt Jr. Law Library* and then select *Databases & Catalog*. Select On Campus Access or Off Campus Access. (If you are off campus, a green screen will then appear, asking you to authenticate that you are a faculty, staff, or student at the Law School. Use your work computer's *User Name* and *Password* to log in.) Next select and click on the desired title.

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 at <http://c92004.eos-intl.net/C92004/OPAC/Index.aspx>.

Services Provided to Law Students

Research Services

Reference Assistance

There are three librarians on staff to assist with your research requests. All are dual degreed, holding both an M.L.I.S. and J.D. (Juris Doctor) degrees. There are also several Research Fellows and Reference assistants who staff the desk. They can help you **devise research strategies, formulate search terms and/or queries, and help you find both print and electronic legal and non-legal materials**. Stop by the Reference Desk, call the desk at 843.377.4020 or send an email to reference@charlestonlaw.edu. We are delighted to help you locate the appropriate resource in the appropriate format.

Interlibrary Loans

If the Law Library does not have an item that you would like, we can attempt to obtain the material from another library via the **interlibrary loan** process. Time to obtain such materials

varies. Cassandra Patterson @ cpatterson@charlestonlaw.edu is designated to handle student ILL requests.

Free Internet Legal Resources Portal

We have created a legal information portal to reputable legal research Internet sites. These sites provide access to the full text of cases, statutes, and regulations as well as newspaper articles, law reviews, and statistics. Directories, dictionaries, and other search engines are listed. Check out our portal @ <http://charlestonlaw.edu/sol-blatt-jr-law-library/free-internet-legal-resources-portal/>.

Major Title Locator

We have created a Major Title locator, which includes federal, state, and regional reporters as well as encyclopedias and digests located in the unclassified library collection. This is available in either print (in kiosk on first floor) or online.

Publications

A newsletter and [blog](#), both called THE BARRISTER, are published for students. The blog is updated with breaking cases and trends in the legal world several times a week. The newsletter is published every semester and provides news about trainings, holiday and exam hours, and tech tips.

Research Guides, which list resources within a particular legal subject area, are also published. They are located in print in the kiosks on the first and second floors. They are also available online @ <http://charlestonlaw.libguides.com/index.php>.

Reserve Materials

Class reserve materials are textbooks and other items selected by professors for classes. These materials can be found in the shelves adjacent to the Circulation Desk on the first floor of the library. These materials must be checked out and only circulate for three hours.

You can use the library's catalog, the Gavel, to locate materials placed on class reserve by your professor. Under the pull down *Search* tab, select *Class Reserves*. You can then search by course name, professor name, or course number.

Bloomberg Law, Fastcase, Lexis Advance, & Westlaw

You will receive training and instruction in the use of Bloomberg Law, Fastcase, Lexis Advance, and Westlaw at the appropriate time.

The Westlaw password is for educational use only and access is limited to the academic year unless you are enrolled in summer school, working as a Research Assistant for a faculty member, or working on one of the school's reviews. Bloomberg Law and Lexis Advance can be

used throughout the year for any purpose. Access to Westlawt, Lexis Advance, and Bloomberg Law are via the Internet @ <http://www.lawschool.westlaw.com/>, <https://advancelexis.com/> or <http://www.bloomberglaw.com>. Fastcase is available via the Library's Database page. A Lexis printer, for free Lexis printing, is located on the first floor of the library.

Questions about any of these services should be sent to **Marisa Henthorn at 843.377.2421 or mhenthorn@charlestonlaw.edu** .

Library and Information Services

Borrowing Privileges for the Circulating Collection

Charleston School of Law students have borrowing privileges each semester that they are enrolled in law school. Materials that routinely circulate can be checked out by law students for a period of three weeks. **Materials can be renewed once** if another patron has not placed a hold on the item. To renew, contact the Circulation Desk at 843.377.1119. Codes, reporters, loose-leafs, periodicals, multi-volume series, and books with pocket parts do not circulate at any time.

Your Charleston School of Law SONITROL card has been bar-coded. Use this card to check out materials from the Circulation Desk.

Briefings

Briefings are a learning series, conducted by the law librarians and technology staff to answer student questions about resources and the use of technology. Topics vary and suggestions are welcome. Sessions will be held at noon in Room 101 of the library on the following dates:

**Exams: Preparation & Downloading ExamSoft
Monday, January 30, 2017 12:00 – 12:30 p.m.; Mary 101A**

Printing, Copying, and Scanning

Copier and printer rooms are located on each floor of the library. You receive 1,000 free prints at the beginning of your first semester for the entire school year. Additional copies can be purchased at the rate of (8) cents per page. You may add value to your account by contacting any library employee.

The **first floor copier/printer room** is located at the rear of the library in **Room 112**. The student and Lexis printer is also located here. A **second floor copier/printer** is located in **Suite 212-220**, across from the offices of the Reference librarians. Additional student printers are also available in the 385 Meeting Street building and the 394 Meeting St. building. Students may print from anywhere within a Charleston School of Law building. Print jobs can be picked up at any printer.

Study Rooms

There are fourteen study rooms available for students to use. Study rooms can be reserved online up to one day in advance. Accommodations are on a first come, first serve basis. Since study room space is limited, study rooms are reserved for two or more students. Keys to study rooms check out for three hours and may be checked out from the Circulation Desk. Rooms may be renewed if no one is waiting for one.

Current Awareness Resources

To stay current, we have several resources to help you. You can create searches with **WestlawNext's Westclip** service, **Lexis Advance Alerts**, **Bloomberg Law**, and **Google Alerts**, which are all services that will notify you when a particular case is decided or when a certain piece of legislation is enacted.

Technology Services Available

Email

Charleston School of Law students will receive a law school email account before Orientation. Official communications to and from the Law School will always be sent to this account. Check it daily.

Help Desk

The Help Desk is staffed from 9:00 a.m. to 8:00 p.m., Monday through Thursday, and from 9:00 a.m. to 12:00 p.m. on Fridays, in Room 113 at the rear of the law library at 81 Mary Street. Staff can assist you with a number of issues such as email, printers, software, and wireless. If you have questions, stop by the Help Desk, call them at 843.377.4050, or send them an email @ itsupport@charlestonlaw.edu .

TWEN

Student forums, faculty syllabi, and other important information are posted on the electronic resource, TWEN. To access TWEN, go to www.lawschool.westlaw.com and use your Westlaw account password.

We hope you enjoy your time here in the Sol Blatt Jr. Law Library. We are here to assist you. If you have any questions or comments about our services, please contact us. We are excited about working with you.

