Table of Contents

Introduction

Law Library Staff Directory

General Information about the Sol Blatt Jr. Law Library
   Hours of Operation
   Policies

Collection
   Print Materials and Core Collection
   Course Reserves
   Study Aids
   Audiovisuals
   Electronic Subscriptions and Access
   Gavel (online catalog)

Services Provided to Students

Research Services
   Reference Assistance
   Interlibrary Loans
   Free Internet Legal Resources Portal
   Major Title Locator
   Publications
   Bloomberg Law, Fastcase, Lexis Advance, and WestlawNext

Library and Information Services
   Borrowing Privileges for the Circulating Collection
   Student Workshop Series – Barrister Briefings
   Exam Soft: Downloading and account set up
   Printing, Copying, and Scanning
   Study Rooms

Current Awareness Resources

Technology Services Offered Include
   Email
   Help Desk
   TWEN

Conclusion
Introduction

Welcome to the Sol Blatt Jr. Law Library! We are here to work with you 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. A Major Title Locator and a library map are available online.

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. At the circulation desk, student employees are available to assist with checking in/out materials, course reserves, and study aids, as well as general inquiries.

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 contact our access services library assistant, or use our web page to recommend purchases or offer suggestions. If you have difficulty finding information on a topic in either print or electronic format, please call us the reference desk 843.377.4020. We can help!

For assistance with technology, stop by the Help Desk. It is located at the back 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

For assistance with course reserves, study rooms, and electronic subscription access, the Access Services Library Assistant is happy to help. This office is on the second floor of the library, behind the elevator, room 212. You can also contact the access services library assistant at 843.377.4050 or sjacowitz@charlestonlaw.edu

You can access the library via the north doors (Mary St. Side) on either the east or west side of the building. You will need your Charleston School of Law SONITROL card to enter the building and check out materials at the circulation desk or the self-checkout terminal.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office #</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathleen Brown</td>
<td>Acting Associate Dean of Information &amp; Associate Professor</td>
<td>216</td>
<td>x2432</td>
<td><a href="mailto:kbrown@charlestonlaw.edu">kbrown@charlestonlaw.edu</a></td>
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<tr>
<td>Deborah Turkewitz</td>
<td>Faculty, Publications &amp; Reference Librarian</td>
<td>218</td>
<td>x2148</td>
<td><a href="mailto:dturkewitz@charlestonlaw.edu">dturkewitz@charlestonlaw.edu</a></td>
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<tr>
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<td>Outreach, Instruction &amp; Reference Librarian</td>
<td>220</td>
<td>x2154</td>
<td><a href="mailto:bchristensen@charlestonlaw.edu">bchristensen@charlestonlaw.edu</a></td>
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<tr>
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<td>x2421</td>
<td><a href="mailto:mhenthorn@charlestonlaw.edu">mhenthorn@charlestonlaw.edu</a></td>
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<tr>
<td>Nancy Betancourt</td>
<td>Procurement Services Library Assistant</td>
<td>214</td>
<td>x2441</td>
<td><a href="mailto:nbetancourt@charlestonlaw.edu">nbetancourt@charlestonlaw.edu</a></td>
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<tr>
<td>Jasmine Brown</td>
<td>Library Systems &amp; Technical Services Specialist</td>
<td>114</td>
<td></td>
<td><a href="mailto:JBrown@charlestonlaw.edu">JBrown@charlestonlaw.edu</a></td>
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<tr>
<td>Jamie Hiers</td>
<td>Director of Information Technology</td>
<td>111</td>
<td>x2159</td>
<td><a href="mailto:jhiers@charlestonlaw.edu">jhiers@charlestonlaw.edu</a></td>
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<tr>
<td>Jack Storey</td>
<td>AV Assistant</td>
<td>113</td>
<td>x4904</td>
<td><a href="mailto:jstorey@charlestonlaw.edu">jstorey@charlestonlaw.edu</a></td>
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<tr>
<td>Dominique Bivins</td>
<td>Help Desk Assistant</td>
<td>113</td>
<td>x0998</td>
<td><a href="mailto:dbivins@charlestonlaw.edu">dbivins@charlestonlaw.edu</a></td>
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<td>x2447</td>
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<td>Reference Desk</td>
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<td>81</td>
<td>x4020</td>
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General Information about the Sol Blatt Jr. Law Library

Hours of Operation

The Sol Blatt Jr. Law Library is open the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
<td>7:30 a.m. to Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00 a.m. to 10:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon to Midnight</td>
</tr>
</tbody>
</table>

Reference Desk services are available:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>9:00 a.m. to 7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 p.m. to 5:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 p.m. to 8:00 p.m.</td>
</tr>
</tbody>
</table>

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

Policies

• **Smoking, including e-cigarettes, is prohibited** within the library. If you use chewing tobacco products, please neatly dispose of finished items in the trashcan.

• **Food and Beverages** are permitted. Please use caution and clean 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. A full-sized refrigerator is provided as well as a small microwave and Keurig coffee maker.

• **Phones** must be placed on vibrate mode when entering the library. If you need to place or receive a call, please step outside of designated quiet areas.

• Please **reselve** any library materials that you will not be checking out.

• **Significantly overdue materials and/or gross misuse of library resources/spaces** may result in a request for the replacement of materials, suspension/loss of borrowing privileges (including the use of study rooms), as well as a hold at the registrar’s office which includes the withholding of transcripts and class registration, and graduation certification.

• **Students are expected to observe the Honor Code and Code of Conduct** while utilizing library resources and spaces.
Collection

The Sol Blatt Jr. Law Library provides access to 659,255 titles in print and electronic formats for students, faculty, staff, and alumni.

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 are on the first floor. These materials are not classified. These materials may not be checked out and must be used in the library.

All South Carolina materials are in print format. Electronic formats, when available, are also obtained. 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. Some duplicate South Carolina materials are on the second floor of the library. South Carolina classified materials may be checked out one at a time for up to a week and are not eligible for renewal.

General Collection
General collection materials immediately follow the South Carolina materials in aisles 42A to 51A. General collection materials have a loan limit of three weeks and are eligible for one renewal. Up to ten general collection items may be checked out at the same time.

Audiovisual, bar review materials, study aids, and class reserve materials are at the front of the library near the Circulation Desk.

Course Reserve Materials
Course reserve materials are textbooks and other items selected by professors for classes. These materials are on the shelves adjacent to the Circulation Desk on the first floor of the library. These materials can be accessed by circulation staff and must be checked out. These materials have a loan limit of three hours and can be renewed once so long as it is not overdue. Only one course reserve item at a time can be checked out. 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.

Study Aids
Study aid materials are textbooks and other items that supplement and/or support required course readings. They are located on the shelves adjacent to the Circulation Desk on the first floor of the library. These materials have a loan limit of three days and are eligible for one renewal. Only one study aid item at a time can be checked out.

Audiovisuals
The audiovisual collection includes recordings on a wide range of topics. This collection is available with the assistance of any librarian or library staff member.
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 WestlawEdge. These resources provide access to the full text of federal and state cases, statutes, and regulations. Coverage in these areas is comprehensive. WestlawEdge and Lexis Advance also provide the full text of selected law reviews, treatises, and company information. Bloomberg Law provides access to PACER dockets.

Additionally, the Sol Blatt Jr. Law Library has many electronic sources available through a variety of databases available via the Law Library page of the Charleston School of Law website. http://charlestonlaw.edu/sol-blatt-jr-law-library/ 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 are accessible while on or off-campus. To access these electronic resources while on or off-campus, select Sol Blatt Jr. Law Library and then choose Databases & Catalog. Select On-Campus Access or Off-Campus Access. (If you are off-campus, a green screen will 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.

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 queries, and help you find both print and electronic legal and non-legal materials. Stop by, call 843.377.4020 or send an email to reference@charlestonlaw.edu. We are delighted to help you locate the appropriate resource in the proper 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 receive such materials varies. Inquiries and requests can be made to Deborah Turkewitz, Faculty, Publications & Reference Librarian, at 842.377.2148 or dturkewitz@charlestonlaw.edu

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.

Publications

A library blog, called THE BARRISTER, is published for students. The blog is on breaking cases and trends in the legal world several times a week and news of the library.

Research Guides, which list resources within a particular legal subject area, are also published. They are available online @ http://charlestonlaw.libguides.com/index.php

Bloomberg Law, Fastcase, Lexis Advance, & Westlaw

You will receive training and instruction in the use of Bloomberg Law, Fastcase, Lexis Advance, and Westlaw Edge during your orientation.

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 use is throughout the year for any purpose. Access to Westlaw, 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.

Library and Information Services

Borrowing Privileges for the Circulating Collection

Charleston School of Law students possess borrowing privileges each semester they are enrolled in law school. Loan limits can be found above and vary depending on the collection. Renewals are provided according to the limits listed in the above descriptions. Materials can be renewed if another patron has not placed a hold on the item. Overdue items are not eligible for renewal. Codes, reporters, loose-leafs, periodicals, multi-volume series, and books with pocket parts do not circulate at any time.

Barrister Briefings

Barrister Briefings are a learning series, conducted by professors, law librarians, and technology staff to answer student questions about resources and the use of technology. Topics vary, and suggestions are welcome. Please reach out to Reference Librarian Deborah Turkewitz 843.377.2148 or dturkewitz@charlestonlaw.edu
Exam Soft

The Help Desk is available to assist with the downloading and account setup for Exam Soft. All students are required to have this program downloaded onto their personal computer.

Printing, Copying, and Scanning

Copier and printer rooms are 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 prints can be purchased at the rate of 8 cents per page. You may add value to your account by contacting any librarian.

The **first-floor copier/printer room** is 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.

Conference and Study Rooms

There are eleven study rooms and three conference rooms available for use. Study and conference rooms can be reserved online using our LibCal system via [http://charlestonlaw.libcal.com/booking/study_rooms](http://charlestonlaw.libcal.com/booking/study_rooms) Room descriptions and details can be found by hovering over the (i) icon next to each room number. Please be sure to fill out all of the required fields when submitting a request.

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 piece of legislation is enacted.

Technology Services

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 go to this account. Check it daily.

Help Desk

The Help Desk staff is present 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 issues such as email, printers, software, and wireless. If you have questions, stop by the Help Desk, call them at 843.777.4050, or send them an email @ itsupport@charlestonlaw.edu

TWEN

Student forums, faculty syllabi, and other valuable information are on the electronic resource, TWEN. To access TWEN, go to [www.lawschool.westlaw.com](http://www.lawschool.westlaw.com) and use your Westlaw account password.
Conclusion

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