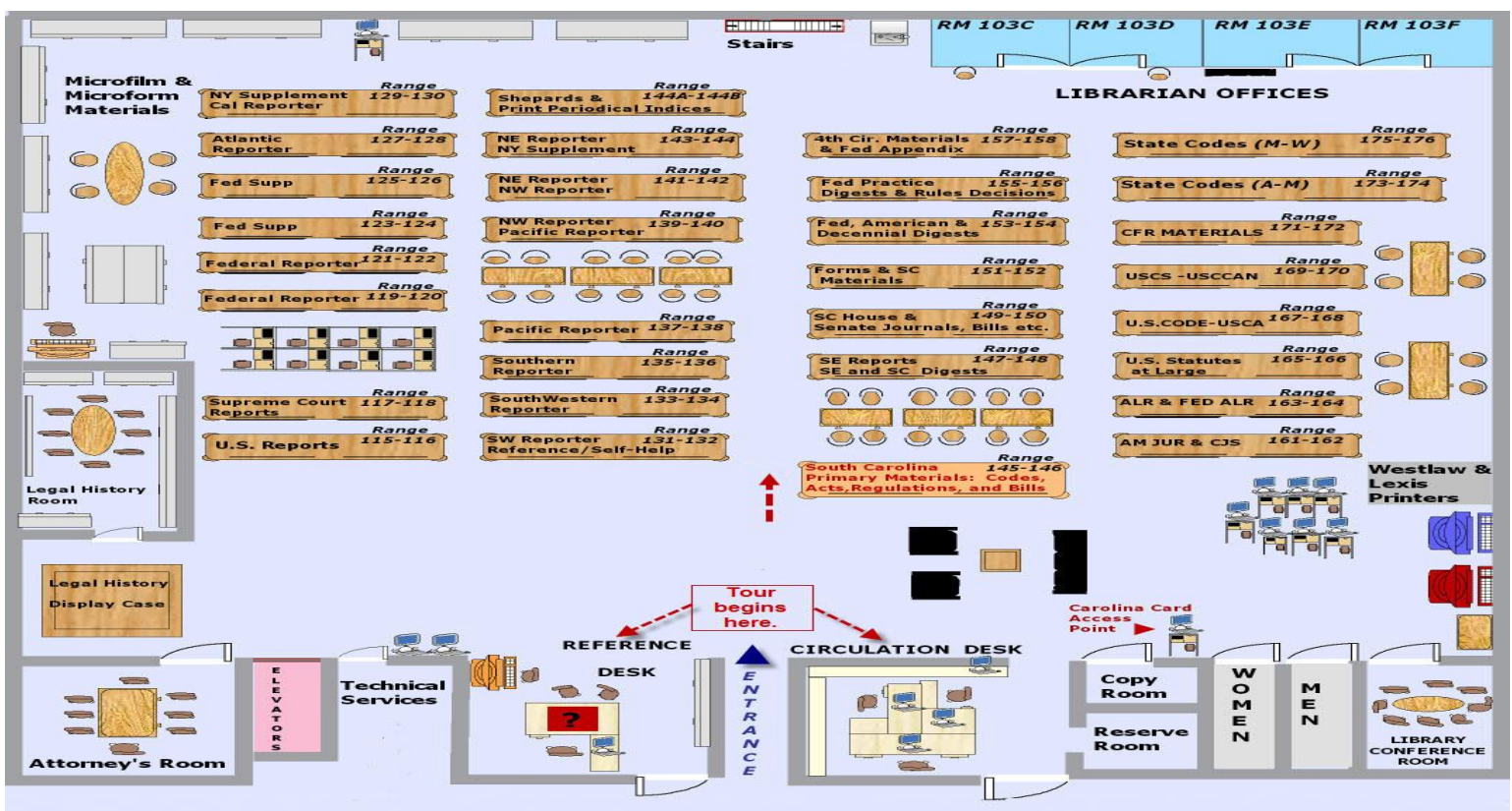


Welcome to the Coleman Karesh Law Library at the University of South Carolina School of Law. This tour is only of the first floor of the library. There are tours of the other floors also on the webpage.

**Elevators** are located on the left side of the library. For informational purposes, **the stairs are located directly to the back of the library.** You may use the stairs on this tour; however, orientation will start from the elevators on each floor. This online tour contains links to pictures of the discussed areas highlighted in red. Click on the links to see the areas discussed. Maps of the library are included to help you understand the tour orientation.

The library includes primary source materials including cases, statutes, regulations, and Constitutional materials and Secondary source materials including law reviews, encyclopedias, treatises, hornbooks, and other non-primary source materials. The types of materials are interspersed throughout the collection based upon region and jurisdiction.

## First Floor [VIEW FLOORPLAN FOR FIRST FLOOR]



The tour begins just inside the entrance to the library. As you enter the library you will pass two help desks where librarians are available to help you; the reference desk is on your left and the circulation desk on your right.

### Librarian Help Desks

### ► Circulation Desk

The circulation desk handles the checking out of books, renewal and return of library materials, processing interlibrary loan requests, and access to materials in the reserve room.

Within the Circulation desk area is **the reserve room**. It contains course materials on reserve, frequently used federal and South Carolina materials, multimedia materials, and current copies of journals. When you search **the online catalog** from any computer the record will indicate whether the material is located in the Reserve Room or somewhere else in the library.

The circulation desk is staffed Monday, Tuesday and Wednesday from 7:00 AM to 11:00 PM; Thursday, 7:00 AM to 10:00 PM; Friday, 7:00 AM to 9:00 PM; Saturday, 9:00 AM to 9:00 PM; and Sunday, 1:00 PM to 11:00 PM.

### ► Reference Desk

The reference desk is staffed by reference law librarians. Each of the reference librarians holds both a Juris Doctor and a Masters in Library and Information Science. They are available to help you with any research issues or library problems. The reference desk is staffed from 8:30 AM to 5:00 PM. Monday through Friday. You can also call or email the reference desk anytime that you have a question. If it is not staffed at the time they will respond as soon as they can.

## Library Resources

The library is set up in a series of shelves with Range numbers. All of these numbers are on the top of each group of shelves throughout the four floors of the library. The location of all materials can be determined using the Range numbers as a guide.

We now move down the center aisle towards the back of the library and the exit sign. The first set of shelves on the right of the Center aisle are to Ranges 145 to 151. These ranges contain the South Carolina materials, both primary and secondary.

### South Carolina Materials

The South Carolina materials section begins with the counter height half-shelf on your right. This section houses the South Carolina bills, **Acts and Joint Resolutions**, State Administrative Register (regulations) that corresponds to the Federal register, and the South Carolina Code of Laws (statutes). These materials cover the primary sources of law for South Carolina Bills and Act are the legislative laws proposed and passed, The State register contains the Regulations proposed and passed, and the South Carolina Code of Laws contains the codified statutes of the state.

Next behind the study desks are the Southeaster Reporter, the Southeastern digest, and the South Carolina Digest. The Southeastern Reporter is a regional reporter that contains

the cases of xyz. The South Carolina Digest and the Southeastern Digest are secondary materials which are used to lead you to cases by subject, using West's Key Number System, or by case name for South Carolina and the Southeastern region.

Next range of materials is 148 through 150. It contains the South Carolina House and Senate Journals. These volumes cover the entire history of South Carolina. The shelves also contain cumulative supplements by year to the South Carolina Code of Laws by year.

Moving on to the next set of shelves, ranges 151 – 152, are the opinions of the South Carolina Supreme Court and Court of Appeals. This set includes the unpublished opinions of both courts as well as the advance sheet opinions. Also included in this shelf are miscellaneous South Carolina secondary source materials on a variety of legal topics including trial handbooks. This shelf also contains legal forms materials. The volumes are West Legal Forms, Am Jur Legal Forms, and Nichols encyclopedia of forms. These multi-volume sets contain forms and clauses for all areas of the law.

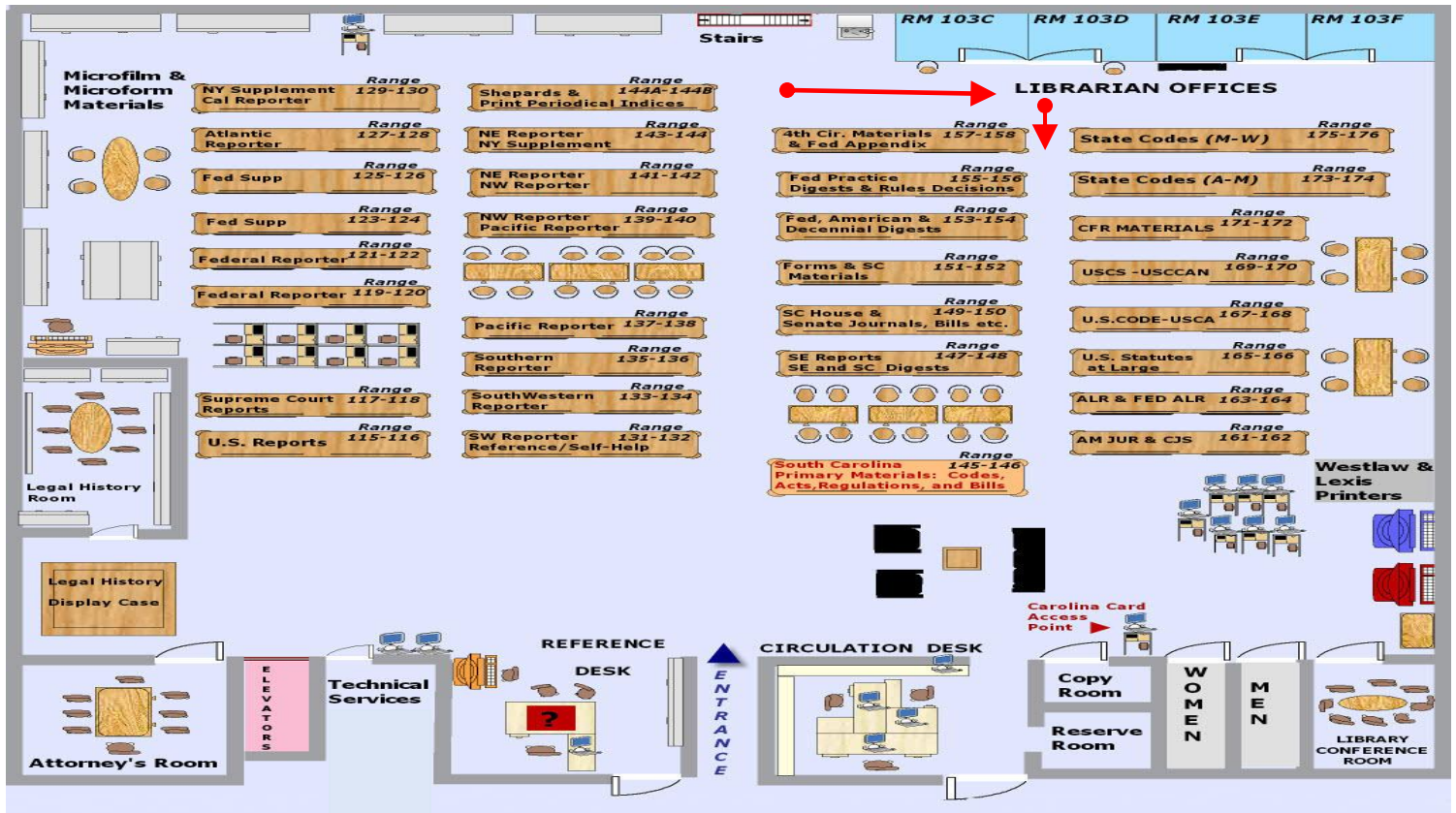
This concludes the South Carolina materials section.

The next set of shelves contains the national Decennial Digest including the American Digest and the Federal Digests. The *Decennial Digest* covers all state and federal cases, and the *Federal Practice Digest*, which covers all federal cases, from federal district court through the Supreme Court. The Federal digest is the start of the Federal materials.

### **Federal and 4th Circuit Materials.**

Please move on to the next shelf, Range 153 & 154. This shelf has more federal materials including the Federal Rules Decisions volumes, which contains decisions involving the Federal Rules of Civil and Criminal Procedure and the Federal Appendix, which has the unpublished decision of all the the federal Circuit Courts of Appeal.

The next range of shelves, Range 157-158, contains more federal material. Including the 4<sup>th</sup> circuit Court of Appeals materials. South Carolina is in the 4<sup>th</sup> Circuit Court of Appeals jurisdiction. These shelves contain unpublished decision of the 4<sup>th</sup> Circuit Court of Appeals and the slip opinions of the 4<sup>th</sup> Circuit. This shelf also contains a second copy of the South Carolina Acts and Joint Resolutions



Next, we move across the back of the library to our right. The reference librarians' offices are on the left as we move towards the next aisle. Turn right at the next aisle and head back down the aisle towards the front of the library. The shelves to your right are the ranges previously viewed. We will be orienting ourselves to the shelves on the right. The first two ranges of shelves 176-173 contain the state codes.

## State Codes

The state codes section contains all of the current state statutes (other than South Carolina) arranged in alphabetical order by state.

Please continue down the center aisle toward the front of the library. Next are the federal regulation shelves, Ranges 173 to 172.

## Federal Register and Code of Federal Regulations

The Federal Register contains the daily report of regulatory activity including propose regulations, final rules and presidential materials. These shelves also contain the most current edition of the *Code of Federal Regulations (CFR)*.

Also located in this section are the current paperback daily edition of the Congressional Record, the *United States Code Congressional and Administrative News* (USCCAN), CIS Annual Index, and CCH Congressional Index.

The next range of shelves houses the Federal Statutory materials.

### ***United States Code and Statutes at Large***

In these shelves you will find three different versions of the *United States Code*. The official *United States Code* contains the text of the law without annotations. It is revised every six years and is supplemented annually. The shelves also contain two unofficial versions, which include library references and notes of decisions after the text of each statute. First is the maroon set of United States Code Annotated (USCA) (published by West), located next to the official United States Code. The other unofficial version is the black set of *United States Code Service* (USCS) (published by LexisNexis). The next shelves 167-166 contain the United States Statutes at Large, which contains Public Laws before they are codified in the United States Code.

Moving to the next shelves you will find the American Law Reports and legal encyclopedias.

### **American Law Reports**

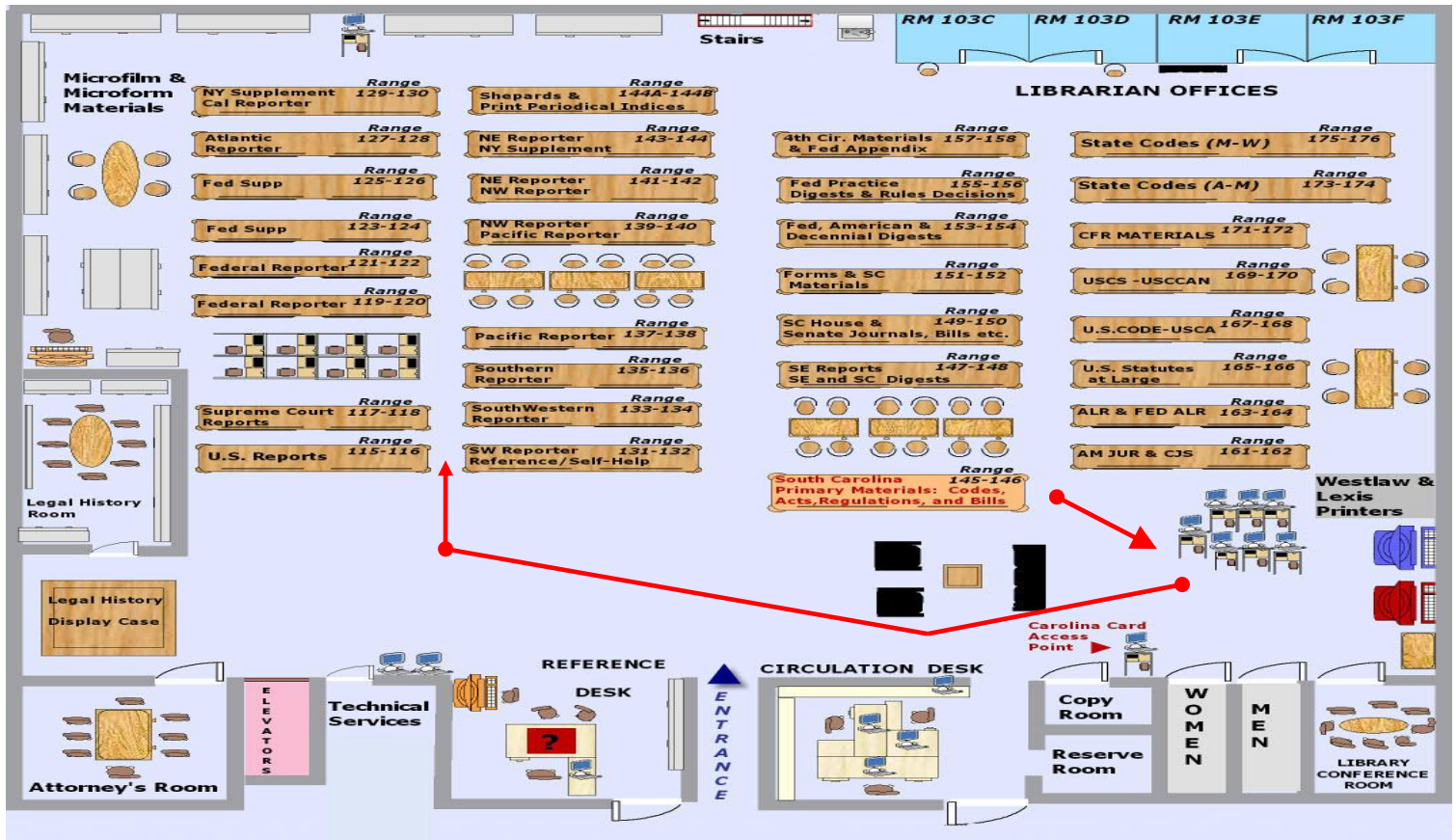
The *American Law Reports* (ALR's) is a set of specific topic legal annotations includes two sets, the 1st through 6th series of regular ALRs and the Federal ALRs. The set includes all updating and indexing volumes. There is also a ALR Digest set of legal topics.

### **Encyclopedias**

The collection includes *American Jurisprudence (AmJur)* (Green Volumes), *Corpus Juris Secundum (CJS)*, *Words and Phrases* (Blue Volumes) and *South Carolina Jurisprudence* (Red Volumes). All are very helpful resources for beginning your research.

**You are now leaving the shelves. Move to your left into the computer area.**

## Computer Area – Westlaw and Lexis



Please turn to your left and proceed to the computer area. In this area you will find three standing computers and three desks with computers for use by students and public patrons. Directly across from the computer area are the Westlaw and Lexis printers. These printers are where your Westlaw and Lexis printouts will be generated. If your printouts are left too long they will be picked up and stored alphabetically in the bins at the side of the printers. To the right of the computer area is the library Conference Room which may be used for group meetings. Reservations for the conference room may be made at the circulation desk and information regarding the rooms is available on the library website.

The tour now will move across the library to the Ready Reference area and Regional Reporters. Walk back towards the elevators. As you walk towards the circulation desk, you will notice a bookcase containing new books on your left. These books are recent additions to the library's collection.

Also on the left is a public computer and printer for use by students and public patrons and the library copy room. Both the public computer and the copy machines require a Carolina Card to print. The Carolina Card dispensing machine is located right outside the copy room. A Carolina Card can be purchased for \$1.00. Any amount can be added to your Carolina Card or student ID card for use with these machines.

Continue past the reference desk moving back toward the elevators. If you look to your left, you will find **two computers** that you may use to search **the online catalog** or access the internet. In front of you is **a legal news and technology board**.

Turn to your right at the first aisle across from the elevators. This set of shelves in front of you is the quick reference and self-help area.

## **Ready Reference and Self-Help Collection**

The library's **Ready Reference section** includes general and law reference materials, ranging from law dictionaries and atlases to the United States Constitution. This shelf also contains our **Self-Help collection**. This collection is made up of simple guides and how to materials for self represented persons.

Next, head towards the back of the library on the aisle. All of the Ranges on this aisle to your right, 131 through 144 all the way back to the end of the aisle contain the regional state reporters.

## **State Reporters**

The State Reporters are called **regional reporters**, arranged in alphabetical order by reporter name. These reporters contain decision by Court of Appeals and Supreme Court of all of the states contained in a region. They include the Northwestern, Southwestern, Northeastern, Pacific, and Southern Reporters.

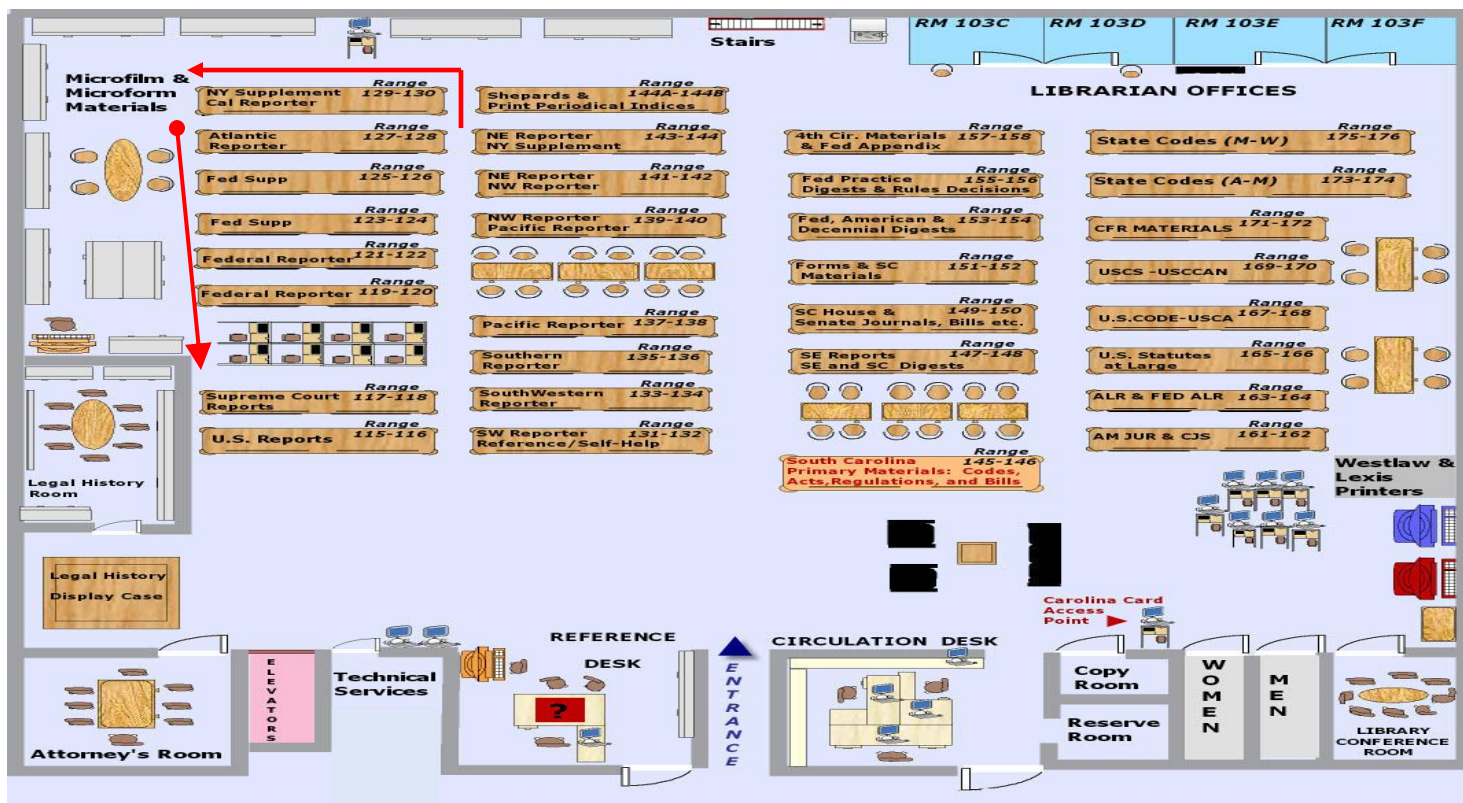
Please continue down the aisle toward the back of the library. The next section of shelves above the study desks houses **Shepard's Citators**.

## **Shepard's Citators**

Located above the table at the back of the library, just after the study carrels, are **Shepard's Citators**. The library's collection includes the print **Shepard's South Carolina Citations** for South Carolina cases and statutes, along with Citators for **the United States Code**, and the regional and federal reporters.

These materials include superseded volumes and non-updated volumes and you should carefully check the dates on them.

Turn left and move down to the last aisle in the library. On your right as you turn the corner are the **Index to Legal Periodicals**, **Index to Foreign Legal Periodicals**, and **Current Law Index**.



## Microform Collection

Beyond the last set of shelves in the back corner of the Library are cabinets that contain the Library's microform collection. A **directory of materials** within the cabinets is located on top of the second row of cabinets. The Library's electronic catalog will indicate if materials are in microform. However, certain materials can only be accessed using published indexes so please see a member of the Reference staff for more information regarding the microform collection. There is a **microform reader/printer** located in this area. There is also a digital microform film reader with computer and printer located next to the reference desk.

As you move towards the front of the library on the aisle the materials on your left across from the microform collection are the remaining state regional reporter, the Atlantic Reporter, and a state reporter, the California Reporter.

As you move forward after the end of the microform collection you will find Range 125 on your left, this range starts the Federal Reporters' collection. The remainders of the materials from this point to the front of the library are federal judicial opinions.

## **Federal & Supreme Court Reporters**

Moving along the wall towards the front of the library You will find the two sets of federal reporters, including the first and second series of the Federal Supplement (covering federal district courts cases) and **the second and third series** of the *Federal Reporter*, (containing opinions from the federal courts of appeals). On both sides of **the last shelf are the Supreme Court materials**, including the *Supreme Court Reporter* and *Supreme Court Digest* (published by West), the *United States Supreme Court Reports Lawyers' Edition* (published by LexisNexis), and the official **United States Reports**.

As you exit the shelves and turn to your right and stand in front of the elevators you will find a large display table of important library memorabilia and the entrance to two other rooms. This is the final stop of the tour of the first floor.

## **Attorney's Room and South Carolina Legal History Room**

On your left is The **Attorney's Room**, which is available for members of the Bar for their use in research and interviews in the library.

On your right is the **South Carolina Legal History Room**, which contains the **South Carolina Legal History Collection** encompassing both primary and secondary published sources dealing with the legal, constitutional, and political development of our state. Also of interest are the portraits, papers, and memorabilia it contains. The Legal History Room currently houses an exhibit of **A Nineteenth Century Law Library: The Colcock-Hutson Collection**.

***[This concludes the tour of the first floor. If you want to continue the tour, please enter the elevator and select the Second Floor.]***