

II. USC SCHOOL OF LAW BUILDING AND FACILITIES



The School of Law is divided into two wings—the classroom wing on the East and the Library and Faculty/Administration wing on the West.

A. Building Operating Hours & Security

Regular law school building hours are:

- Sunday** 1:00 pm - 11:00 pm
- Monday** 7:00 am - 11:00 pm
- Tuesday** 7:00 am - 11:00 pm
- Wednesday** 7:00 am - 11:00 pm
- Thursday** 7:00 am - 10:00 pm
- Friday** 7:00 am - 9:00 pm
- Saturday** 9:00 am - 9:00 pm

Admittance to the law school building after 9:00 PM is restricted to USC faculty, staff, students, and members of the bar with proper ID at the Lobby entrance only. All law school exterior doors must remain locked from 9:00 pm until 7:00 am M-F. On Saturday, all doors remain locked until 9:00 am and on Sunday doors remain locked until 1:00 pm. Students and other law school patrons are prohibited from propping open exterior doors or from allowing others in the building after hours.

Security: A nighttime security guard is available in the law school building from 9:00 pm – 7:00 am. The guard is usually in the lobby, but periodically makes security rounds throughout the building during the night. If suspicious behavior is observed after work hours (work hours are 8:30 am - 5:00 pm, M-F), please inform the security guard or contact University Police at 777-4215; after 8:00 pm call 777-3825. Please inform Associate Dean Susan Palmer 777-6843 or Assistant Dean for Administration Elizabeth Niehaus at 777-6043, of your security concerns during the work day.

If you do not feel safe departing the law school in the evening, APO Escort service provides escort transportation anywhere on campus. APO Escort service is sponsored by the Iota Mu Chapter of Alpha Phi Omega National Service Fraternity. APO helps make night travel safer by operating a van which picks up and drops off people during the late night hours. All students, faculty, and staff are encouraged to take advantage of this free

service. This service is available from Sunday - Thursday 8:00 PM - Midnight by calling 777-DUCK(3825).

On occasions when APO is not available, the University Police (777-4215) can assist you in returning to your car safely.

For more information on APO Escort, go to <http://www.les.sc.edu/CPCR/APO.asp>

B. Building Use Policies

1. Eating and drinking from unauthorized containers are not permitted in the classrooms. Trash receptacles are located at convenient places throughout the building. Please use them.
2. The parking of bicycles, mopeds and motorcycles within the building is prohibited. Bicycle racks are located in front of the building, Greene Street side and space is available in the parking lot for mopeds and motorcycles. Mopeds and motorcycles must not be parked on the patio or courtyard.
3. Student groups wishing to reserve space within the building for any of their functions should first clear the activity and reserve the space through the Office of Student Affairs, Room 127, Telephone 777-1451, Email: pembleto@law.sc.edu. Some rooms, such as the Courtrooms and the Event Space, can be reserved on a tentative basis only and are subject to being preempted for official school purposes.
4. Possession of Weapons: The unauthorized possession or use of firearms or weapons of any other kind (including but not limited to knives, slingshots, metal knuckles, razors, paintball guns, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous or threatening manner is prohibited. The University Police provide temporary storage of these items with scheduled access by owners.
5. Please submit all complaints and suggestions about building maintenance and equipment to Elizabeth Niehaus, Assistant Dean for Administration, telephone 777-6043, Email: niehause@law.sc.edu or Joe Davis, the Business Manager, Email: davischa@mailbox.sc.edu telephone 777-5489.

C. Parking

The Senate Street Lot, the parking lot in front of the Law School, and Pickens Street Lot, on the south side of the Law School, is reserved for Faculty and Staff.. Students are prohibited from parking in these lots. Students can call Parking Services at 803-777-5160 to inquire about on campus decal parking options.

D. No Smoking Policy

Effective August 1, 2006 - the "Tobacco Free Campus" policy (<https://www.sc.edu/policies/ppm/univ500.pdf>) prohibits the following:

- the use of tobacco products on all university owned or leased property and vehicles, outdoor seating areas, outdoor services lines, ATM lines and lines for bus stop, admission to events and ticket purchases. The ban also applies to outdoor fixed seating venues, such as Williams-Brice Stadium and Sarge Frye Field, as well as outdoor events, receptions and concerts;
- The policy applies to all faculty, staff, employees, students, contractors, volunteers and guests;
- the sale, sampling or advertisement of tobacco products on campus and the advertising of tobacco products in all USC publications.

This policy bans all smoking on the 2nd floor outdoor, patio and near the doors to the building.

E. Law Library

1. Study carrels are no longer assigned.
2. Borrowing Policies
 - a. You can check out materials with your Carolina Card. For detailed information about the types of material available, with check-out periods, see the library's "[Services to Students](#)" page.
 - b. Interlibrary Loan - Law students must place all ILL requests through the Law Library. Request forms are available at the Circulation Desk and also [online](#). Forms should be turned in at the Circulation Desk or submitted online for processing. Requests normally take 1-2 weeks to fill.
3. Food, Beverages & Smoking.

USC is a tobacco free campus. Eating is not allowed in the library. Non-alcoholic beverages are allowed if carried in spill-proof containers.
4. Mutilation, Theft, or Concealment of Library Materials.

South Carolina law makes mutilation, destruction, theft, or concealment of library materials a misdemeanor (S.C. Code §§ 16-13-330 and 16-13-331) and those actions may also constitute an Honor Code violation.
5. Access to the Law Library.

Hours:

Monday-Wednesday 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
 Sunday 1:00 pm to 11:00 pm

Note: Library hours are reduced when classes are not in session and during the summer. Appropriate notices will be posted in advance on signs within the law building, on the Law Library’s [homepage](#), the Law Library Facebook page and also on Twitter announcing any alteration of regular hours.

Unauthorized entry or presence in the library, when the library is closed, is a violation of the Honor Code.

Students must show their Carolina Cards to enter the Law Center after 9:00 p.m.

6. Scanning and copying.

Copies are \$.15/page (Carolina Card only) using the scanner/photocopier in room **120A** [color-enabled, document feeder, flatbed]. Scanning is free of charge on that copier and on the KIC Bookeye Scanner also in room **120A** [touchscreen interface, collapsible book cradle, document feeder]. For assistance with the scanner and copier, please ask at the Circulation Desk. (review)

F. Computer Labs

1. Location.

The Law School’s Computer Labs are located on the Law Library second floor (Rooms 222 and 223). These rooms are supported by full-time staff members who are available to answer questions and provide assistance with computer and printing equipment.

2. Eligibility to Use.

Only students currently enrolled at USC are entitled to use the Computer Labs. All other persons must obtain prior written permission from Gary Moore, Assistant Dean for Academic Technology, in order to use the Labs.

3. Hours of Operation.

Monday-Wednesday 7 am to 10:45 pm
 Thursday 7 am to 9:45pm
 Friday 7 am to 8:45 pm

Saturday 9 am to 8:45 pm
Sunday. 1 pm to 10:45 pm

Hours are modified during exams and when classes are not in session. Students do not have access to the Computer Labs when the Law Library is closed or when the rooms are reserved for training and instructional use. The Computer Lab closes 15 minutes before the Law Library closes each day.

4. Available Computers and Printers.

Each of the two computer labs contains twelve personal computers and two black and white network printers for computer lab printing. The Room 222 lab also has a dedicated wireless network printer and a color printer. Black and white copies are ten cents per page, whether single or double sided. Color print copies are twenty five cents page, whether single or double sided.

Currently enrolled students receive a personal printing allocation of 1000 copies per academic year funded by their student technology fees.

Students needing to make more than 1000 computer prints per year can add value to their printing accounts at a rate of \$.10 per page on their CarolinaCard through <http://my.sc.edu>. Students who are journal staff members or who are engaged as faculty research assistants should see Gary Moore, Assistant Dean for Academic Technology in Room 219F concerning increased printing allocations.

5. Software.

Microsoft Word 2010 and WordPerfect 12 are available for word processing (upgrades to Lab software may occur at any time). Email is provided by USC via Outlook Live (<http://www.sc.edu/studentemail/outlook.shtml>). Log-in instructions are provided to assist students in activating their accounts. Other lab software includes Computer Assisted Legal Instruction (CALI) tutorials, other Microsoft Office 2010 software (PowerPoint and Excel), Chrome, Firefox and Internet Explorer. Lexis and Westlaw are accessible via Chrome, Firefox and Internet Explorer.

6. Wireless Network.

The School of Law is part of the University's campus-wide wireless network. Details on connecting to the wireless network are available at <http://law.sc.edu/it/library>. In July 2015, students will also be able to print documents from their laptop computer from the wireless network to a dedicated wireless network printer in the Room 222 Computer Lab.

Wireless connectivity and laptop assistance are available from the Student

Computer Support Office, located in Room 220A or from Adam Martin in Room 219A.

7. Questions.

Any technical hardware or software questions can be directed in person to our Student Computer Support Office, located in Room 220A, Adam Martin, Classroom Technology and Student Computer Support Specialist in Room 219A or Gary Moore, Assistant Dean for Academic Technology in Room 219F. All of these IT department offices are located near the computer labs on the second floor of the Law Library.

Students are also encouraged to email any hardware or software questions or support needs to the School of Law Help Desk email account at lawhelp@law.sc.edu.

Students are also encouraged to visit our IT website, <http://law.sc.edu/it> for helpful software documentation and links.

G. Lockers and Mailboxes

Beginning in Fall 2017, a locker will be assigned to all students. Students will maintain the same locker for their entire time at the School of Law. Students will not be able to change lockers unless the one they are assigned is damaged. Each summer, Student Affairs cuts the locks and cleans out the lockers for which they have no record.

Graduating 3L's may keep their lockers until August 1 or another date authorized by Student Affairs.

Mailboxes are attached to the assigned lockers. The Law School will use these boxes for official communications. It is important for you to check your mailboxes regularly.

Emergency messages may be left by calling the Office of Student Affairs, 803-777-8768 or emailing Heather Beatty, pembleto@law.sc.edu

I. Lost and Found

Lost items should be turned into the Office of Student Affairs, Suite 127. The items will be kept for the semester in which they are received. At the end of each semester items that remain will be donated if possible and the rest will be discarded.