

## II. USC SCHOOL OF LAW BUILDING AND FACILITIES



### 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. 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. If suspicious behavior is observed after work hours (work hours are 8:30 am - 5:00 pm, M-F), please 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. 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.
3. Except as provided for by University policies, animals are not permitted on the School of Law grounds or inside the School of Law building without prior approval by the School of Law administration.
4. 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](mailto: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.
5. The parking of bicycles, mopeds and motorcycles within the building is prohibited. Bicycle racks are located in front of the building, Senate Street side and space is available in the parking lot for mopeds and motorcycles (Pickens Street parking lot). Mopeds and motorcycles must not be parked on the patio or courtyard.
6. 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](mailto:niehause@law.sc.edu) or Eric Cassity, the Building Manager, Email: [ecassity@mailbox.sc.edu](mailto:ecassity@mailbox.sc.edu) telephone 777-6359.

## **C. Parking**

The 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 2<sup>nd</sup> floor outdoor, patio and near the doors to the building.

## E. Law Library

### 1. Group Study Rooms

Group study rooms may be reserved exclusively by admitted law students. While rooms are available on a first come first served basis, reservations are strongly encouraged, especially during exam periods. Reservations can be made at [libcal.law.sc.edu](http://libcal.law.sc.edu).

### 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 - For any requests not able to be fulfilled through the library [catalog](#), students may submit an [Interlibrary Loan request](#) online. Every effort is made to fulfill requests within 1-2 weeks. Please contact the Circulation Desk with any questions or call 777-5942.

### 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 use their Carolina Cards to enter the Law School after 9:00pm.

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. Commons Area Computer Workstations & Printers**

1. Location.

Computers for student use are located in the Student Commons area on the first floor of the Law Library. This area is supported by full-time staff members, located in the Academic Technology Suite Room 202, 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 computers and printers in the Student Commons area. All other persons must obtain prior written permission from Gary Moore, Assistant Dean for Academic Technology, in order to use this space.

3. Hours of Operation.

Monday-Sunday - 24 Hours (After hours via Carolina Card Access)

4. Available Computers and Printers.

The Computer Commons Area contains twenty-four Windows 10 workstations, three black & white printers and one color printer for Computer Commons Area workstation printing and two black & white printers for student wireless network laptop printing. The workstations are restricted to law students only via USC network ID login and password.

Currently enrolled students receive a personal printing allocation of 400 pages **per academic year** funded by their student technology fees.

Students needing to print more than 400 pages per academic year can add value to their printing accounts on their Carolina Card through <https://my.sc.edu>. Students who are journal staff members or who are engaged as faculty research assistants or tutors should see Gary Moore, Assistant Dean for Academic Technology, in Room 202F in the Academic Technology Suite for being setup for research/tutor/journal printing accounts using the copier in Room 381.

5. Software.

Microsoft Word 2016 and WordPerfect 12 are available for word processing (upgrades to Lab software may occur at any time). Email is provided by USC via Office365 (<http://portal.office.com>). Log-in instructions are provided to assist students in activating their accounts. Other Commons Area software includes other Microsoft Office365 software (PowerPoint 2016 and Excel 2016), Lawgic for Wills, Trusts and Estates class work, Chrome, Firefox and Edge. Lexis, Westlaw and CALI Exercises ([www.cali.org](http://www.cali.org)) are accessible via Chrome, Firefox and Edge.

6. Wireless Network.

The School of Law is part of the University's campus-wide wireless network. Students can login to either the uscstudent or uscfacstaff wireless networks with their USC network ID and password. Students can also connect to the uscguest network but are **highly encouraged** to use the uscstudent or uscfacstaff networks because access to uscguest is limited to a 24-hour time period.

Wireless connectivity and laptop assistance are available from the Student Computer Support Office, located in Room 202K in the Academic Technology Suite.

7. Questions.

Any technical hardware or software questions can be directed in person to Academic Technology Faculty, Staff, and Student Computer Support located in, Room 202K in the Academic Technology Suite, Telephone 777-8262.

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](mailto:lawhelp@law.sc.edu).

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

**G. Lockers and Mailboxes**

Lockers are 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](mailto:pembleto@law.sc.edu)

**H. 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.