

3-1983

## Law Library News Letter: March 1983

Bill Grady  
*University of Richmond*

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### Recommended Citation

Grady, Bill, "Law Library News Letter: March 1983" (1983). *Museletter*. Book 3.  
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## LAW LIBRARY NEWS LETTER

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Vol. 1, no. 1

March, 1983

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### WHY A NEWSLETTER?

We at the library feel we need a new form of communication to open up the library to you. Our collection is expanding quite rapidly and we need a way to publicize our new resources and services. A newsletter allows us to reach you, but also for you to reach us. We expect to answer common questions, provide starter bibliographies, answer complaints and respond in print to suggestions from our users.

The more aware you are of us, the better we can serve your legal research needs.

### THE LIBRARY STAFF

Most students at the law school only have contact with a limited number of our staff. The library has a staff of 11 and would like to take this opportunity to introduce them to you and briefly describe some of their duties.

#### Library Director

Susan English is the director of the law library. She is in charge of overall library operations, including budgeting, approving all new acquisitions, setting general library policy and formulating long range plans. As an Assistant Professor of Law, she will be directly involved in the teaching program starting in the 83/84 academic year.

#### Librarians

Anne Cresap is our part-time cataloger. She is responsible for general cataloging duties and is our specialist on cataloging British materials. Her extensive experience has made her a valuable consultant on problem books.



The Reference Librarian is Bill Grady. His main responsibility is providing reference assistance to library users, answering questions and directing patrons to useful library resources. He also supervises the "Public Services" of the library - circulation, reserve and the stacks, and teaches 1/3 of the LEXIS training sessions, plus conducting group LEXIS seminars for first year students.

Joyce Manna Janto is Acquisitions Librarian. She is responsible for locating new or elusive older materials to add to the collection. She handles problems with our publishers and supervises ordering and check-in of books and periodicals. Joyce teaches a portion of the LEXIS training sessions. Recently, she has become our "documents librarian," our liaison with the Government Printing Office.

Our Catalog Librarian is Sally Wambold. As our only full-time cataloger, her responsibilities include all aspects of cataloging: editing data found on the OCLC Library computer-cataloging system, ordering cards for the public catalog, and revising the work of the filer of the catalog cards. A major part of her job is "authority" control; that is, keeping our catalog consistent. She also supervises binding and has been handling 1/3 of our LEXIS trainings.

#### Part-Time Reference Librarian

Working part-time this semester is Alicyn Stokes. Alicyn is our part-time reference librarian. She is also available to train on LEXIS. Her position is experimental and any reference questions during her hours should be directed to her. She works currently only Sunday afternoons, 2-6 p.m.

#### Library Assistants

Janette Alsworth is our library assistant/technical services. She is the person who sends out the book orders. She processes incoming materials and prepares invoices for payment.

Nancy Martin is our circulation assistant. Her responsibilities include managing the circulation desk and reserve, servicing copiers and supervising and training our student assistants. Because of her visibility, she is often our "first line of defense" with the public.

Frances Slater is a library assistant/technical services. She prepares the books and journals for the bindery. In addition, she created and maintains the Law Library Journal List, located at the Circulation Desk.

Sandra Spiers is a library assistant/technical services. Sandra is responsible for sorting the daily mail and the checking in of looseleaf filing and serials. She is the person who puts



out the current newspapers and magazines. Sandra and Janette may sometimes be found at the circulation desk as back-up during lunch hours or covering for absent staff.

Mary Beth Stewardson provides secretarial services to the professional librarians on the staff. She is also the book-keeper which involves the meticulous recording of all library expenditures and receipts. In addition, Mary Beth serves as receptionist and secretary to the library director.

Robert Weertman is our night supervisor. His duties include general supervision of the library in the evenings, back-up at the circulation desk and he acts as our Interlibrary Loan Assistant. Bob is also involved in maintaining the card catalog and applying call numbers to books. He recently has taken over processing overdues and book fines.

#### LAW LIBRARY BECOMES A U.S. GOVERNMENT DOCUMENT DEPOSITORY

Since fall semester, 1982, the law library has been a "selective" Government Document Depository. Our initial selections from the government's massive list of available documents are those that continue sets we formerly purchased, such as U.S. Reports or the U.S. Code. As we gain the feel of the program, we will add all law related items and rapidly build up a back-file of relevant government legal information. In the start-up period, and to supplement our selections, the researcher should consult the much larger depository collection at Boatwright.

#### SECURITY SYSTEM BRINGS CHANGES

Our 3-M Security System is bringing positive changes to the library, not just deterring theft. The most important change has been the removal from the Reserve collection of certain well-used titles formerly kept there for security reasons: Virginia Attorney General Opinions, V.R.R. Advance Sheets, Education for the Handicapped Law Reporter and over 100 other titles. The greatest change will be coming shortly (depending on library staffing to do the job) - shelving the unbound issues of most law reviews on the second floor.

What will be left on Reserve are books kept there for us to ration use, such as Prosser and other hornbooks, legal ethics materials, Nutshells and all of our videotapes.



## GET THE BIG PICTURE

The library has a large, mounted photograph of the law school (complete with mounting bolts). Very nostalgic - a view from the 1950s!

Perfect for your office, den, bedroom or wherever. Perfect memento of your three years at Ol' T.C.W.

This picture will be sold by the library in a "silent auction." Deadline for bids is April 1, 1983. Minimum starting bid is \$5.00. Increments of 50¢ only will be accepted. A bid sheet will be available at the Circulation Desk.

Picture will be on view at the Circulation Desk for duration of auction. Bidding open to all: students, faculty, staff, alums, total strangers!!!

## SUGGESTION/COMPLAINTS

The library is open to suggestions and complaints. If you wish to suggest a book for purchase, please let us know. Your suggestions lead us to books we might otherwise miss, and make the collection more responsive to its users.

Other types of suggestions or complaints can be made in person or by tossing a note to us (in an envelop) in the library's mail box in the main office. Address it "Library Suggestion Box." If you sign your name, you will get a personal response and your complaint or suggestion may be printed here.

Suggestions about this newsletter should be addressed to Bill Grady. This includes suggestions for a permanent title for this newsletter.



BIBLIOGRAPHY on Legal Ethics: materials available at the  
University of Richmond Law Library  
compiled by William Grady, Reference Librarian

I. Opinions

A. American Bar Association

The ABA issues two types of ethics opinions, formal and informal. Formal opinions are interpretations of ABA's Code of Professional Responsibility of "broad, general interest." Informal opinions are "responses to questions that are comparatively narrow in scope and arise infrequently."

1. Formal Opinions

ABA Opinions of the Committee on Professional Ethics with the Canons of Professional Ethics Annotated... Chicago: American Bar Foundation, 1967. (Reserve, KF/305/.A2/1967)

Contains: full text of Formal opinions no. 1-315,  
citor to formal and informal opinions  
and index by subject to formal opinions

ABA Recent Ethics Opinions, Committee, etc. Chicago: American Bar Foundation. (Looseleaf) (Reserve, KF/306/.A21)

Contains: full text of Formal opinions no. 316-319, 321-347  
(last updated to 12/1/81), subject matter index,  
and citator to Code of Professional Responsibility,  
both updated periodically.

2. Informal Opinions

ABA Committee on Ethics & Professional Responsibility Informal Ethics Opinions. Chicago: American Bar Foundation, 1975. In two volumes. (Reserve KF/306/.A2/1975)

Contains: v.I, informal opinions no. 230(a)-866; v.II  
no. 867-1284

Indexes: Index to early formal opinions and all informal  
opinions in these volumes; citator to C.P.R.  
and informal opinions.

ABA Recent Ethics Opinions. (Looseleaf) (Reserve KF/306/.A21)

Contains: informal opinions no. 1285-1492. Current through  
January 29, 1982.

Indexes: Citator

NOTE: Informal opinions prior to no. 230 were rendered by  
letter to parties and were never published or preserved.



3. LEXIS

LEXIS provides an ABA library that contains full text of all ABA formal and informal opinions plus the full text of the Code of Professional Responsibility. Searching this file is similar to searching any LEXIS file. To use, type "ABA" from the "Library Menu Page."

B. Opinions of Other Bar Associations

1. "The Digests"

This set is an excellent source for state and local bar opinions. The notes are lengthy enough to understand the issues presented. Full citations are given for locating the complete published opinions.

OLAVI MARU. Digest of Bar Association Ethics Opinions.  
Chicago: ABF, 1970. (reserve, KF/305/.A2/M3/1970)

Contains: digests of opinions to 1965. Subject index to all digested opinions.

This work digests all ABA formal opinions and opinions from all available state bars (25) and local bars (7). Includes Virginia. For each entry, a short digest summary is given, along with a citation to the source of the full opinion.

--, --. 1970 Supplement. Chicago: ABF, 1972. (reserve, KF/305/.A2/M3/1970)

Contains: digests of opinions from 1966-1970. Continues the main volume. Subject index of covered opinions. The synopses of first 230 ABA informal opinions are the only texts available for these early opinions.

--, --. 1975 Supplement. Chicago: ABF, 1977. (reserve, KF/305/.A2/M3/1970)

Contains: digests of opinions from 1970-75. Includes: Table of Modified and Overruled Opinions, Subject Index for opinions covered.

--, --. 1980 Supplement. Chicago: ABF, 1982. (reserve, KF/305/.A2/M3/1970)

Contains: digests of opinions 1976-June 1980. Includes: references to Code of Professional Responsibility for each opinion. Table of Modified and Overruled Opinions.

NOTE: Subject Index in 1980 Supplement cumulates indices of prior volumes into one comprehensive index.



5. Virginia Materials on Legal Ethics (see below)

II. Looseleaf Newsletters on Legal Ethics & Related Topics

ABA National Center for Professional Responsibility Disciplinary Law and Procedure Research System. 2 v. (looseleaf) (reserve KF/308/.N3)

Contains: v.1 - Statistical materials relating to state attorney disciplinary matters.

v.2 - "ADVANCE SHEETS" - synopses of state disciplinary proceedings. Indexed by subject.

Index to all prior disciplinary cases. Library retains prior newsletters.

Reporter on the Legal Profession. Legal-Medical Studies, Inc. (looseleaf) (reserve KF/205/.A8/R4)

This newsletter on legal profession contains 4 sections: "Index;" "Literature"--summaries of important publications; "Update"-- summaries of important cases; "Perspectives"--original short monographs surveying topics of importance to the legal profession. Each Section of Perspectives contains bibliographies on the covered topic.

These newsletters are meant to keep the profession up to date on litigation involving disciplinary matters, legal malpractice and related matters. Neither gives full text of summarized opinions but do give good citations.

III. Code of Professional Responsibility

ABA National Center for Professional Responsibility Code of Professional Responsibility by State. Chicago, 1980. (reserve KF/305/.A2/1980)

This strange shaped volume gives ABA Current M.C.P.R. and with it, side-by-side, all prior ABA CPR versions and all current state codes. No retrospective state versions. Current to date of publication (1980).

ABA Model Code of Professional Responsibility ("as amended Feb. 1979") (reserve KF/305/.A2/1979)

This is a short paperback version. Contains code and all notes to the text.

ABA Model Code of Professional Responsibility ("as amended May 30, 1981)

contained in:

(a) 1981 Selected Statutes Supplement to Morgan & Rotunda. Problems & Materials on Professional Responsibility, 2nd Foundation Press, NY, 1981. (reserve KF/306/.A4/M6/1981)

(b) National Reporter on Legal Ethics & Professional Responsibility (New York), v.1 (reserve KF/308/.A6/N58)



2. National Reporter on Legal Ethics & Professional Responsibility.  
Univ. Pub. of America, 1982. 5 v. (looseleaf)  
(reserve KF/308/.A6/N58)

This is a new project that attempts to combine all legal materials on ethics into one source. It is still in the process of being completed: some parts may have no contents. It also entirely lacks both a table of contents and index. It is not retrospective, but begins in 1981-82.

Contains: v.1: ABA Materials: codes, opinions. Model code of Professional Responsibility; Final Draft version of Model Code of Professional Responsibility (May 30, 1981). Miscellaneous study drafts of proposed ABA Codes.

This volume may be the reporter's most useful, providing access to elusive ABA study drafts not normally available to libraries.

v. 2: State & Local Bar Associations: Codes and Disciplinary Rules (not all states yet).

v. 3: State & Local Bar Associations: Formal and Informal Ethics Opinions (full text) (not all states yet)

v. 4: Federal and State Court Cases: the least useful section of this reporter. Cases filed by state, then chronologically by month. Federal cases listed under state in which the cause arose. No index, questionable page numbering. Cases are printed in a slip opinion version.

An alternate source for such cases is West's National Reporter System and its digests. The are adequately indexed, and have the advantage of having citable pagination.

v.5: Survey of Current Literature, Index. Articles will contain bibliographies on legal ethics and full text of important articles in the field. No index at the current time.

3. New York Ethics Opinions

Opinions: Committees on Professional Ethics. Oceana: New York, 1982 (Reserve KF306/.06/1980) 4 v. (looseleaf)

Contains: ethics opinions of 3 New York Bar Associations: NY City Bar Assoc., NY County Lawyer's Assoc., and NY State Bar Assoc.: complete opinions from an important state. Contains also NY's Model Code of Professional Conduct and Indices.

4. Florida Bar Association Opinions

Selected Opinions of the Committee on Professional Ethics of the Florida Bar: 1969 (KFF/76.5/.A2/A5/1969)

Covers the full text of Florida Ethics opinions from 1959-1967.



ABA Model Code of Professional Conduct

contained in:

- (a) National Reporter on Legal Ethics & Professional Responsibility, v.1 (reserve KF/308/.A6/N58)
- (b) Opinions: Committees on Professional Ethics (New York), v.1 (KFN/5076.5/.A2/A97)

IV. Professional Responsibility in Virginia

1. Virginia State Bar. Professional Handbook (looseleaf)  
no t.p., n.d. (reserve Kfv/2477/.V45)

Contains: Virginia Code of Professional Responsibility  
Formal Opinions of Virginia Bar to 1976. In-  
formal Opinions in summary only. Supreme Court  
rules [not current]. Subject Index.

This volume has not been updated. Exact year of Virginia  
CPR is unknown. Handbook explains how to obtain full text  
of opinions reported in summary.

2. Virginia State Bar opinions after 1976 are available in the  
Virginia Bar News. These are not indexed.
3. O. Maru. Digest of Bar Association Ethics Opinions. 1970 plus  
supplements (reserve KF/305/.A2/M3)

Contains: digests and indexing of all Virginia State Bar  
Opinions through June 1980.

4. Report of the Virginia State Bar. Special Committee to Study the  
Code of Professional Responsibility (April 1, 1981) (reserve  
KF/305/.A16/V5) (also in National Reporter on Legal Ethics, v.1)

Contains: proposed revisions in Virginia version of CPR  
interlined with current version.

5. Virginia Code of Professional Responsibility, 1976 edition, is set  
out in full in v.216 of the Virginia Reports (216 Va. 1261).  
Amendments or other changes are set out in all subsequent volumes  
to v.222, when this reporting ceased to be included in Va. Reports.