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Museletter: February 1990

Muse Law Library Staff

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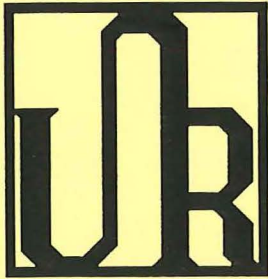


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William Taylor Muse Law Library

MUSELETTER

University of Richmond
Volume 7, No. 3

T.C. Williams School of Law
February, 1990

Surviving the Law Library Computer Lab

Success! If you are reading this column, you have survived the first major crunch period in the Computer Lab. The process of training the entire first-year class in the use of LEXIS and WESTLAW has been completed despite scheduling problems sparked by flu, basketball games, and phone line problems. The LEXIS and WESTLAW Research Assignments have been turned in. The P & A Memo is history. The semester resume rush has receded. The Law Review

articles have been completed. If you were wondering why you had trouble getting to a computer, now you know why.

In the course of this period of massive use, the Library implemented a new network system in the Computer Lab. The transitional period was not without its headaches -- as any of you who experienced the (temporary) new procedures for printing will attest. Fortunately, most of the new software

See SURVIVING . . . p.4

BON VOYAGE

Susan B. English, Director of the Law Library and Professor of Law, has left the University to accept the position of Director of Library Services with Wolf, Block, Schorr and Solis-Cohen, a large private firm in Philadelphia, Pennsylvania. Professor English joined the Library staff as Associate Director in 1980 and assumed the directorship in 1981. Under her leadership, the Library benefitted from a steady course of growth and transformation. We will miss her, and wish her all the best in her new position.

A search committee has been formed and the process of selecting a new Director of the Library has begun.



The Law Library Wants You --

To Help Save Your Money \$

Recently, the Law Library has suffered from an unprecedented amount of malicious damage to Library materials and equipment. We need your help in stopping this trend which is denying you access to the materials you need.

One of the most common questions all students ask is "where is my tuition money going?" The Library is one of the most obvious answers in the case of students at this law school. While students may approve of the way some of their money is being spent (e.g., new books, journals and newspapers), there is one area where students have the right to be angry about the money expended. This is when the money is spent by the Library to replace material which has been mutilated, stolen, or damaged beyond repair.

Law books are extremely expensive. Anyone who has ever thought the bookstore was inflating textbook prices is invited to stop by and review a few invoices with Joyce Manna Janto. It is quite common for the library to spend \$95 on a single book. Every year this library spends between \$1000 and \$2000 replacing material that the Library already held.

Books which have had to be replaced most recently include: volume 9 of the Virginia Code, (an entire section razored out); 7 bound volumes of various law reviews, (articles razored out); the book Presumed Innocent by Scott Turow, (left on the sill of

an open window when it was raining); and the book Automobile Accident Suits by Anderson, (pages ripped when a patron, reshelving the book, jammed it into a shelf support); and various reporter volumes, (cases ripped out).

What most people do not realize is that when, say, an article is razored out of a bound law review, we must replace the entire volume at a cost of between \$40 and \$50. We cannot just get a photocopy of the article on interlibrary loan and bind that into the volume. Almost all law reviews now use acid-free paper in their printing processes. The paper used in photocopying is acidic. If we were to bind a photocopied article into a bound law review, eventually the acidic paper of the photocopy would destroy the entire volume.

We are also, unfortunately, unable in most cases to purchase just the single issue in which the pilfered article appeared. Most of the law reviews we subscribe to, like the University of Richmond Law Review, are student run publications which are not out

See DAMAGE . . . p.7

The Museletter is published quarterly by the William Taylor Muse Law Library, T. C. Williams School of Law, University of Richmond.
Lucinda D. Harrison, Reference Librarian, Editor.

Here we go again! or Why all the changes?

As you returned to the Library this semester, some of you discovered that the Library has been moving things again. Among the things which have been moved over the semester break and during the first part of this semester are the Card Catalog, some carrels, the periodical holdings lists, the stapler and the hole punch. In addition, the Reference Desk has taken on a new (bigger) look.

Contrary to the popular belief that the library staff moves things just to confuse patrons, there is a practical reason for all these changes: preparation for the Library's new integrated online library system.

What is an "integrated online library system?" It is a system which will combine in one computerized source the functions of the Library's circulation, acquisitions, and serials control systems, as well as the card catalog. Our system is produced by DYNIX.

The card catalog had to be moved to create a place for the public access computer terminals to be installed. The Reference Desk had to grow to make room for a computer terminal to allow us to assist you more effectively. The materials at the Circulation Desk had to be rearranged to

allow space for the installation of the circulation terminals.

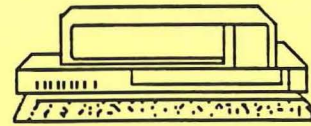
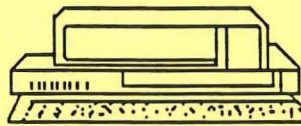
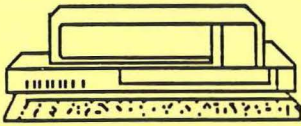
What does this mean to you? In the near future, you will be able to use a computer to find out if any library in the University of Richmond system owns or has ordered an item. You will be able to tell if it is checked out or if it should be available on the shelf. You will not have to fill in the white checkout cards anymore. The system will read a barcode on the book and a barcode on your ID, and the book will be checked out.

What are the drawbacks of the system? You will have to tolerate the process of placing barcodes on all circulating library materials and on your IDs. You will need to bring your ID to the library with you in order to check out any library materials, including Reserve materials. [*Now you know why we've gotten so strict about IDs.*] There will be a period of seeming confusion while everyone learns to use the system efficiently.

Although we expect these changes will entail working through some problems during the start-up period, the end product should allow you greater access to the resources of the University Libraries.



ynix







SURVIVING from . . . p.1

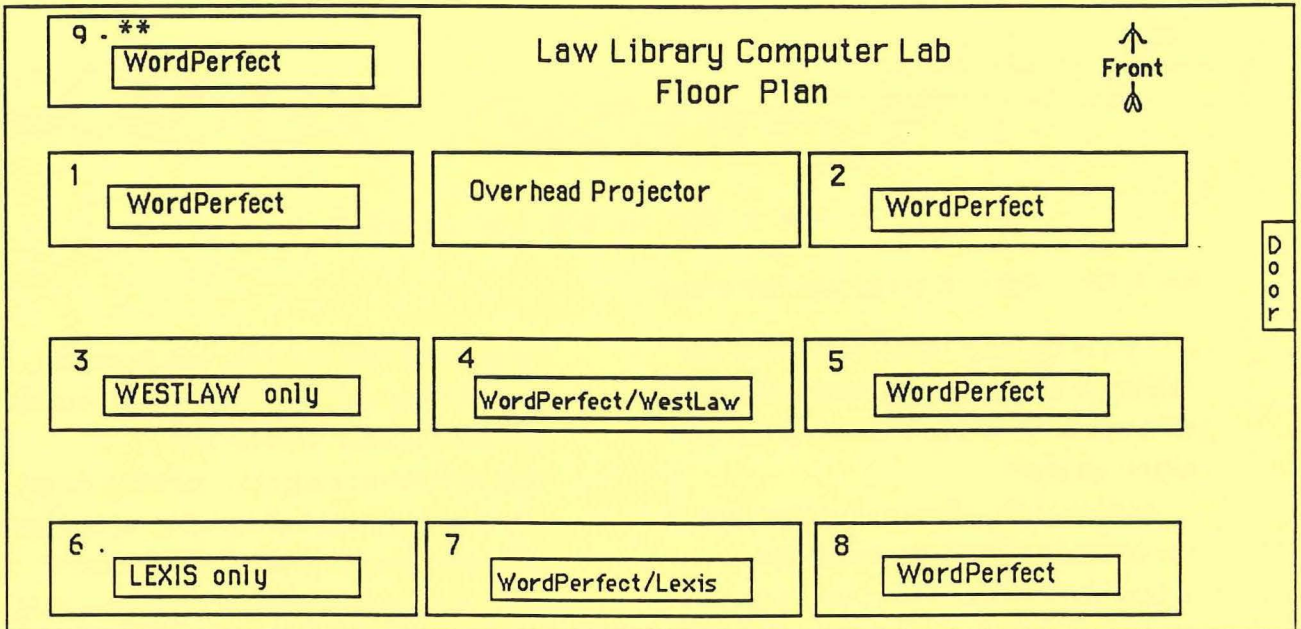
packages finally arrived and were installed.

Congratulations are in order, but another crunch is in the offing. First-year briefs are due March 19th and the second and third-year students have a wide variety of research papers due by the end of the semester. The following tips can help you survive the rest of the semester:

1. Read and follow the Computer Lab policy when you make computer reservations.
2. Make only the computer reservations you intend to keep.
3. If you find you cannot keep or do not need a reserved time slot, please have your name removed from the slot as soon as possible.
4. Do not procrastinate. Avoid the last minute chaos by doing your work as soon as possible.
5. Remember the computers available at University College.
6. Table space in the Lab is limited. Please pick up after yourself. Throw out your trash and reshelve your books.
7. Print only one copy of your brief or paper. Use the photocopier for additional copies. This will speed up the printing process considerably.
8. Please treat your classmates with the courtesy and consideration deserved by fellow professionals. Be gracious when giving up a computer when your time slot has ended.
9. Stay calm when facing software and printing problems. Most can be solved if you don't panic. We will gladly assist you with these problems.

Finally, to help ease the printing crunch when the briefs are due, the Library will reserve computer terminal #8 as a "PRINTING ONLY" terminal all day on March 16th, 17th, and 18th, and on March 19th until 4:00 p.m.

In other words, using the Lab can be easy as  and leave you smelling like a  , if you remember to act like a  and aren't slow like a  or grumpy as a  or prickly as a .



For those of you who have trouble remembering which computer in the Lab is which or want to know the software available for your use on each computer, here is a chart showing a rough layout of the Lab.

At each computer location, the main software available is shown. The location of additional software programs can be determined by reading the opening menu on each computer.

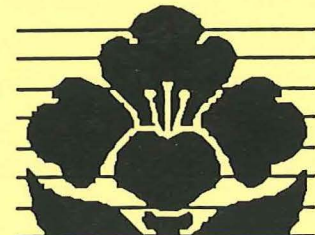
** Computer #9 -- This computer will be available for wordprocessing use in the near future. Reservations will be made in the usual way. **



Law Library Hours

Spring Break:

Friday, March 2nd 7:30 a m. - 5:00 p m.
 Sat. and Sun., March 3rd - 4th Closed
 Mon. - Fri., March 5th - 9th 8:30 a m. - 5:00 p m.
 Sat., March 10th Closed
 Sun., March 11th Noon - Midnight



SPRING

INTRODUCING

Who's Who in the Law Library

Part III - Administrative Services

This is the final installation of the law Library's Who's Who. In the future, it will only appear when a new person joins the Library's staff.

Administrative Services is composed of the Director of the Library and the Library's Administrative Secretary. As mentioned earlier in this newsletter, the position of Director is currently open. The Director's and secretary's offices are "hidden" down the hallway containing the Virginia Supreme Court records and briefs.



Brenda Sturman,
Administrative Secretary -- Ms. Sturman
began working for the University in the

Personnel Office in 1983, and joined the Law Library staff in 1984. She assists the Library Director with various administrative functions, including budget planning and bookkeeping for all operational expenses. She is responsible for general office management, and works closely with other departments on campus in matters of personnel and purchasing. Along with her work for the Director, she provides secretarial services to all of the librarians, and is in charge of arrangements for all special functions hosted by the Law Library.

At this time, Ms. Sturman is also assisting the Library Director Search Committee.

FYI



STUDY LAMPS -- During the Fall semester a student suggested that the Library should provide lamps to check out for use in the less well-lit areas of the Library. After due consideration and the usual amount of bureaucratic delay, the idea was approved and the lamps were purchased. These lamps are now available at the Circulation Desk.



VENDACARDS -- Did you

know that when your vendacard has a problem there is very little the Library Staff can do to help? We can sometimes free a stuck vendacard, but we can never restore or reimburse lost money. The vendacard machines and the card-readers on the microform reader/printers and photocopiers are the exclusive province of University Print Shop. Although the Library does not receive any of the funds from the copier systems, we try to solve as many problems as we can. However, complaints and requests for

See FYI . . . p.7

DAMAGE from . . . p.2





to make a profit. They print only the number needed to fill subscriptions and to account for claims, special orders, etc. Most law reviews sell their leftover single issues to book jobbers. These jobbers charge substantially more for these single issues. It is not unusual to pay \$15.00 for a single issue of a journal that has a subscription price of \$20.00 for 4 issues. The same holds true for any book, if part is destroyed, the entire book must be replaced.

Moreover, this is not the only damage being done in the Library. A prime example of the other types of damages is what happened to one of the photocopiers. The lid, which had begun to show signs of wear, was literally torn off the machine. Other pieces of equipment which have been damaged include the microfiche reader/printers. The costs involved in having these fixed take money away from new materials and equipment.

We urge the student body to become more sensitive to and vigilant in the prevention of this destructive type of

behavior and to report persons they observe defacing or mutilating library material. This type of behavior is more than a violation of the Honor Code. The Virginia Code makes it a Class 1 misdemeanor to deface or mutilate library materials which is punishable by a fine and/or a term of imprisonment.

While it is possible that a complete outsider could be responsible for the damage done to Library materials, it may also be one of your classmates or a lawyer using our collection. Now it is true that the courts are unlikely to throw a lawyer or law student into jail for razoring an article out of a library book. But there are worse things. Sanctions can be imposed by the State Bar Ethics Committee or the administration of the Law School. These people tend to take this type of behavior very, very seriously. Is the right to practice law or continue in law school worth the \$2.50 saved by stealing rather than photocopying that library material?

  **Protect Your Investment !!**  

F.Y.I. from . . . p.6

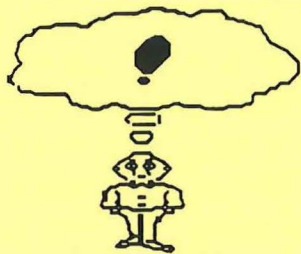
reimbursements should be directed to Mike Barbie, University Print Shop.



The ELEVATOR -- Many of you have had the joy of riding in the "new" elevator on occasions when it seemed to (or did) get stuck. Recently it completely died. When the repairman came, he discovered that an automatic leveling feature needed to

make the elevator run smoothly had never been turned on. According to the repairman, now that the leveling feature is on, the elevator is functioning. Its delays in opening its door are the result of the leveling process. You are not stuck. It is just slow. When you are in a hurry, it may be advisable to take the stairs.





Miscellaneous Stuff

by Paul Birch

Associate Director for Public Services

Following last issue's look at the Encyclopedia of Associations, it seems appropriate to discuss a topic more in the orbit of legal research: LEXIS and WESTLAW searching. Since much of my present thinking on this topic is based upon our recent training sessions, some of what I write may sound all too familiar to first year students fresh from the sessions and assignments. I have found, however, that second and third year students can often benefit from reminders about even some of the most basic techniques. Such deficiencies should not be cause for embarrassment. Law is virtually the only discipline where the prevailing computer services are designed for actual use by the practitioner (rather than a librarian or other "information professional"). While good -- maybe excellent -- search techniques can eventually be yours, mastery of these tools requires mental adaptation to the vocabulary of your profession and to the peculiarly "literal minded" character of computers. These things take time.

PHRASES: Although it is frequently necessary to enter phrases as part of a search request, two pitfalls must be avoided. The first is a technical point only applicable to WESTLAW. Surround your phrases with quotation marks (""), or separate each word with a hyphen instead of a space. Entering

the phrase without one of these devices causes WESTLAW to read the blank spaces between words as OR. Example: Searching for RESTRICTIVE COVENANT commands WESTLAW to retrieve any case containing either the word RESTRICTIVE or the word COVENANT, regardless of whether they both appear in the case, much less, together as a phrase. Hyphenating solves this problem and offers the additional benefit of retrieving alternate forms. Searching for FIRE-FIGHTER will give you all occurrences of FIRE FIGHTER, FIRE-FIGHTER and FIREFIGHTER.

Over-reliance, the second pitfall of searching by phrase, is common to users of both LEXIS and WESTLAW. Suppose you are searching LEXIS for cases relating to statutes of limitations. You may be certain that any case on point will use the phrase "statute of limitations," so you enter it just like that. In order to avoid missing relevant cases, it is better not to take the chance. Typing STATUTE OR PERIOD OR ACTION W/5 LIMITATION takes a few extra keystrokes, but minimizes the risk.

FIELD (or SEGMENT) SEARCHING: Both systems can, with the proper commands, limit your search to particular portions of documents (e.g. an article title, case name, headnote, dissenting opinion).

See MISC. . . . p.11


RECREATIONAL READING REVIEWS


by Joyce Manna Janto,


Associate Director for Collection Development





Now that spring break is almost upon us, how about a good book or two to stick into your beach bag? While none of these may have made the New York Times best-sellers list, they are entertaining.

 In honor of President's Day, we have A Great and Good Man: George Washington in the Eyes of His Contemporaries by John Kaminski and Jill McCaughan (E/312.62/.G63/1989). Most of us know George Washington through the Parson Weems biography (you know, the one with the cherry tree story). The real truth about Washington is much more interesting. Washington was deeply admired by his contemporaries. This book is a collection of newspaper articles, letters, poems and public addresses demonstrating the respect in which Washington was held.

 For "true crime" buffs we have two entries. The first is The Crocodile Man: A Case of Brain Chemistry and Criminal Violence by Andre Mayer and Michael Wheeler (KF/224/.D42/M39/1982). What does Society do with someone who commits a horrific crime, but cannot be held responsible for his actions? This book examines the case of a young man, convicted of the attempted murder of two teenage girls. His defense was a twist on the insanity defense. His lawyer contended that he suffered from a chemical imbalance in his brain which caused his violent outbursts.

 The second true crime book concerns who really killed the Lindberg baby. Was it Bruno Richard Hauptmann or was he just a scapegoat used by a police department that mis-handled the investigation? In the Airman and the Carpenter by Ludovic Kennedy (KF/224/.H38/K46/1985) the evidence and investigation are reviewed, with the conclusion that the wrong man was executed.

 For all those Supreme Court junkies we have Battle for Justice: How the Bork Nomination Shook America by Ethan Bronner (KF/8742/.B74/1989). The battle for and against Bork's nomination to the Supreme Court was the Reagan era's most crucial battle. The Bork debate brought more mail and telephone calls to the Senate than any other issue in history. This episode can be looked upon as democracy at work or as a well-run smear campaign, depending on the side you support.

 Were those Marine guards in Moscow really selling "secrets for sex?" Or was the entire episode a product of a pre-glasnost imagination? In The Court-Martial of Clayton Lonetree by Lake Headley (KF/7642/.L66/H43/1989), trial transcripts and other material not available to the general public are reviewed

See BOOKS p.11

BOOKS



QUESTIONS &



SUGGESTIONS

Question:

I need to find older Congressional documents, Committee prints and reports of hearings. Where can I look in this library?

Answer:

There are three possibilities: the card catalog; the United States Code Congressional and Administrative News; and the CIS Indexes/Microfiche sets. The Congressional Information Service (CIS) indexes and microfiche sets provide the most comprehensive collection of documents. The Library owns four of these sets: CIS/Index which contains Congressional publications from 1970 forward; the CIS Index to Unpublished US House of Representatives Committee Hearings which contains previously unpublished publications from 1833 through 1969; the CIS Index to Unpublished US Senate Committee Hearings which contains materials from 1823 through 1969; and, the CIS US Congressional Committee Prints Index which provides materials from 1830 through 1969. These sets are well indexed by subject, organization, personal names, bill numbers, and report numbers. The United States Code Congressional and Administrative News (West) provides selected legislative history materials for selected statutes since 1941. As part of the selected material, this service will reprint significant committee reports relating to major legislation. The operative word with this service is selective. The card catalog is the least likely to help you. However, some

Congressional reports were cataloged the same way our regular books are cataloged. If we received it and decided to keep it, that is how you may find it.

Question:

Why do I have to type A: before my file names to save materials in the Computer Lab? Doesn't it automatically save on the A drive of the computer?

Answer:

A: is how you tell the computer where to look for or to put a file. It is the drive address. Without an address, the computer will look in its default drive and will not find your file or will put your file on the computer's default drive where it is public property and will be periodically removed by the Library. The computers in the Lab used to default to the A drive, but no more. The new Network system installed in the Lab is running WordPerfect from a single software package that allows multiple users. When you enter your initials, you create a set of temporary buffer files. These files allow you to work on large documents and to print documents. They are stored in a special sub-directory on the Network Server's hard disk. When you exit the system, the files are no longer necessary and are erased. When we tried to run the network version of WordPerfect with an A drive default, it put the temporary files on your floppy disk. With small files, this causes no problems. However, if you have a large file or switch disks, the software will not work properly. The result is that now you must remember to give your files an address (A:) in order to keep them as your files.

MISC. from . . . p.8

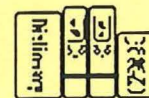
Use of these fields -- or segments, as they are called by LEXIS -- can often help produce more precise results. However, these features tend to be grossly under-utilized by most searchers. To find out what fields are available in a given database (they vary), hit the key marked "FIELDS" -- "SEGMENTS" on LEXIS. The resulting screen will indicate what words or abbreviations can be used to limit your search in this way. Use the designated word and follow it with your search terms surrounded by parentheses.

TITLE(SHELLEY & KRAEMER), for example. A hint: One of my favorite WESTLAW field search techniques, SYNOPSIS,DIGEST(), lets you search for terms appearing only in the West synopsis and the headnotes. This helps ensure that the terms you have searched are truly relevant to the case, and not incidental references. Try this next time you come up with 386 useless cases in a full-text search.

NARROW THINKING: Obviously, the elusive "case-on-all-fours" -- the one in your jurisdiction that precisely mirrors


your own facts and law -- is something you want to find, and these services are well-suited to searching it out. But what if there simply isn't a reported Virginia case in which the emergency doctrine insulates a fire-fighter, injured while sliding down a pole, from a contributory negligence defense? Too many searchers bail out of their jurisdiction too quickly and try a nationwide search. In so doing, they ignore a body of emergency doctrine caselaw in their own jurisdiction and a useful case involving a police officer injured in a car collision. Failing to broaden one's research is a particularly computer-oriented problem. If you were looking through a printed digest, the police officer case might catch your eye. But with a blank screen...

By the way, if amidst the rigors of deadlines, sign-on difficulties and the other perils of law school life, you catch yourself finding computer searching exhilarating and (dare I say?) fun, you may not be going crazy. It is.



BOOKS from . . . p.9

to expose a case of justice miscarried. Clayton Lonetree was young, lonely and naive, but according to the author, he was not a traitor and did not deserve to be sentenced to thirty years in prison.

 And finally, for those interested in the political process, we have Honest Graft: Big Money and the American Political Process by Brooks Jackson

(JK/1991/J28/1988). This book details how the growth of PACs threatens to undermine the political process. The growing need for increasing amounts of money to finance the modern TV-driven campaign is altering the shape of politics. This book is especially timely in light of the savings and loan scandals breaking now on Capitol Hill.

