

Fall 1996

Museletter: Fall 1996

Allen Moyer
University of Richmond

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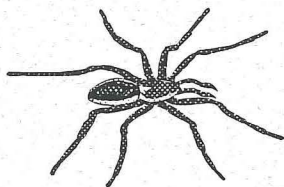


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MUSELETTER

Newsletter of the William Taylor Muse Law Library

University of Richmond

T.C. Williams School of Law

Law Library Welcomes the Class of 1999!

Steven Hinckley Leaves Richmond

While many of you were away during the summer months, quite a few things changed. Steven Hinckley has left the University of Richmond after nearly 12 years of service. Steve served as Associate Law Librarian from 1984 through 1989, and as Director of the Law Library and Professor of Law since 1990. He has accepted a position as Associate Dean for Research and Technology at George Mason University's Law Library in Arlington, Virginia.

A farewell reception was held on August 15 in the faculty lounge as a token of appreciation for his many years of service to the law school community.

We will miss Steve and wish him the best.

Computer Lab Upgrade

The computer lab has undergone a major renovation during the summer. A fresh coat of purple paint, new tables and chairs, four new printers and 10 brand new pentium computers are some changes those of you returning may notice in the lab.

New Face in the Library

The friendly, smiling face you are likely to run into at the computer assistance desk belongs to none other than the newest addition to our staff, **David Keats**. David is an experienced instructor of various software applications. He has conducted technology training seminars as well as help desk support. Although the library will continue to provide student assistants to help with various computer troubleshooting during evenings, weekends and off-hours, David will conduct instructional sessions and assist Paul Birch in training students in the use of their computers.



David will be happy to answer your computer-related questions by email at:

KEATS@UOFR.LAW.URICH.EDU.

FolioViews Training and Instruction

Instruction in the use and benefits of Lexis's **Folio VIEWS**, the new law

student oriented software, will begin in early September. **Folio VIEWS** enables you to do more than simply find information, it allows you to adapt it to suit your needs. Remember to sign up for your preferred time during orientation.

Fall Brown Bag Sessions

Starting in September, the law library will begin sponsoring two instructional sessions per month in specialized areas of legal research and computer instruction. The first session will focus on traditional research topics and is scheduled for the **2nd Wednesday** of the month. The second session will address computer use and skills and will take place on the **4th Wednesday** of the month. The emphasis for the fall semester will be on the use of **WORDPERFECT**.

Each session will be an informal yet informative discussion of specific research tools and/or techniques. The sessions will be held in either room 101 or 114, between 11:30 A.M. - 1:00 P.M. The instructors and scheduled topics for fall semester are as follows:

September 11, 1996
DIGESTS /Rm.101

Julie Sullivan
Westlaw Customer Service
Representative

**September 25, 1996
FOOTNOTES, ENDNOTES &
CREATING MACROS/Rm.114**

David Keats
Computer Services Assistant

**October 9, 1996
FEDERAL LEGISLATIVE
HISTORIES/ Rm.101**

Brandon Quarles
Reference/ Research Services

**October 23, 1996
TABLES OF CONTENTS &
AUTHORITIES/Rm.114**

David Keats
Computer Services Assistant

**November 13, 1996
STATUTES /Rm. 101**

Julie Sullivan
Westlaw Customer Service
Representative

**November 20, 1996
ADVANCE PARAGRAPH
FORMATTING AND
TABLES/RM.114**

David Keats
Computer Services Assistant

How We Spent Our Summer "Vacation"

by Sally Wambold
Technical Services Librarian
Joyce Janto
Deputy Director of the Law Library

Law students, returning from the summer break, often greet the librarians and staff with the question, well, how was **your** vacation? What they may not realize is that we in the Law Library are here year-round, and that in some ways, the summer months are even busier than the regular academic year. In addition to the regular work that consumes us year round (acquiring, cataloging, shelving material, answering reference questions, fixing computer glitches)

there are the projects we reserve for the summer "when we're not so busy." This past summer, there was a whirl of activity preparing for the upcoming academic year and completing projects that would be disruptive if done while classes were in session.

One of the first improvements that returning students will notice is the renovated and refurbished microcomputer lab. Through the generosity of an anonymous donor, we were able to purchase 10 computers, 4 (count 'em 4) laser printers, and a new set of tables and chairs. Also on the computer front, room 114 was "wired" over the summer. There now is a network connection and electrical outlet at each seat in that classroom. Tentative plans have been made to wire rooms 101 and 102 over the semester break.

Just about every book on both the second and third floor of the Library was shifted to allow for growth of the library collection and to arrange the current volumes more meaningfully. Materials on jurisprudence and comparative law, which were formerly on the third floor, were moved to the second. This allows more room for growth in our International Law collection. In addition, Leah Viar, our Collections Development Specialist, has been diligently working on the labels for the stacks. These labels tell the user what is on the shelves. You will agree that this is an excellent finding tool. The entire staff took part in a shelfreading project. Every few years, we check EVERY book in the Library to make sure that it is shelved in its proper position. This project is time-consuming and, quite frankly, a little tedious, but it is very important. It allows us to find misshelved books and to restore them to their rightful locations.

An important part of preparing for the

upcoming year is the search for a new Director of the Law Library. Our Director, Steve Hinckley, has taken the position of Associate Dean for Research and Technology at George Mason University Law School in Arlington, VA. A search committee, chaired by Professor Joel Eisen, has been hard at work to find the new Director. Joyce Manna Janto, Paul Birch and Allen Moye are the Library representatives on this committee.

The people in our Public Services area (the reference librarians and circulation department staff) have also had a busy summer. Both Allen Moye and Brandon Quarles have developed new research guides which are available in the display racks in the Library. With the departure of Professor Hinckley, the maintenance of the Law School's and the Library's web page has fallen to Mr. Moye and Mr. Quarles. As many of our readers know, a web page needs to be continually updated; again, summer facilitates this task. Creating this issue of the Museletter was also one of the tasks Mr. Moye took on this summer. Mrs. Martin, our circulation supervisor, spent time this summer revising our student employee manual. This document is a complete guide to Library procedures which is very helpful to students working at the Circulation Desk on evenings and weekends.

The members of the Library's professional staff were also very busy professionally this summer. All are members of the American Association of Law Libraries (AALL) and attended the annual meeting in Indianapolis. Our outgoing Director, Steven Hinckley, spoke at a program entitled "Managing CALR in Law Libraries." (CALR is Computer-Assisted Legal Research.) Joyce Manna Janto spoke at a program entitled "Lexis-Westlaw Student Reps - Maximizing the Benefits" and assumed the chair of the

AALL Placement Committee. Allen Moye attended a one day workshop held in conjunction with the meeting on designing web pages. Brandon Quarles represented the Virginia Association of Law Libraries at the AALL-sponsored workshop on diversity in the field of law librarianship. Sally Wambold assumed the chair of the Special Interest Section dealing with online bibliographic services. Committees met on cataloging and classification, on online bibliographic utilities (we use one called OCLC), facilitating public access to legal information, and on other library interests that require projects and committee work. In between committee meetings, the librarians had the opportunity to attend programs ranging from "Elder Law" to "Doing Business in Africa" to "Serials in the Electronic Environment" to "Format Integration" to "Hong Kong 1997."

So, how was our vacation? Tiring.
How was yours?

Library Hours

Regular Hours

Monday - Thursday

7:30 A.M. - 12

Midnight

Friday 7:30 A.M. - 9 P.M.

Saturday 9:00 A.M. - 9 P.M.

Sunday 10:00 A.M. - 12 Midnight



Fall Break

To be announced. Remember to check the **NOTICE BOARD on E-Mail.**

Thanksgiving Holiday

Tuesday, November 26

7:30 A.M. - 5 P.M.

Wednesday, November 27

7:30 A.M. - 5 P.M.

Thursday, November 28

CLOSED

Friday, November 29
1:00 P.M. - 5:00 P.M.

Saturday, November 30
1:00 P.M. - 5:00 P.M.

Exam Schedule

Friday, Dec. 6
7:30 A.M. - 12 Midnight

Saturday, Dec. 7
9:00 A.M. - 12 Midnight

Sunday, Dec. 8
10:00 A.M. - 12 Midnight

Monday - Thur. Dec. 16-19
7:30 A.M. - 12 Midnight

Friday, Dec. 20
7:30 A.M. - 6 P.M.

Circulation Policies

The library's collection is divided into 3 basic categories:

- (1) Reserve materials
- (2) Non-circulating materials
- (3) Circulating materials

Whether an item circulates and for how long depends upon the category within which it falls. Some guidelines for determining the appropriate category for material and the proper procedure for checking out items within each category are outlined below.

RESERVE MATERIALS

Materials on reserve are marked with yellow tape on their spines.

They are located behind the circulation desk in a closed stack area., and consist of:

- At least one copy of each major hornbook and treatise needed for class assignments
- Supplemental class readings
- All current editions of West Company Nutshells for

courses offered in our Law School

- Any item designated for reserve by a faculty member for use by members of a particular class (may include personal articles or reading materials and past exams.)

PERSONS WISHING TO BORROW MUST HAVE A LIBRARY BORROWERS CARD OR PROPER ID

U/R Law Students University ID

HOURS OF CIRCULATION

Opening to Two Hours Before Closing. Reserve materials must be used in the Library during these hours. There is a **four hour** time limit on these items unless otherwise noted on the computer. Reserve materials may be renewed for one additional time period if no one has requested it.

OVERNIGHT CHECKOUTS

Law students with a current ID may check out **Books** from Permanent Reserve for overnight to use (outside of the Library) beginning **two hours before closing** each evening. Books checked out under this section must be returned within two hours after opening the following morning or overdue fines will accrue.

Only Current U/R Law Students Qualify For Overnight Check out.

MATERIALS THAT DO NOT CHECK OUT OVER NIGHT:

- faculty and student organization boxed materials
- codes
- multi - volume sets
- computer software

Fines for overdue reserve materials:

\$.25 an hour for each hour overdue 1st day and a \$1.00 a day there after.

NON - CIRCULATING MATERIALS

Because of the need for immediate access the following types of materials may **not** be checked out, but are for in-house use only.

TYPE OF MATERIALS THAT ARE NON CIRCULATING:

- Reporters (e.g., Federal Supplement, Virginia Reports, Labor Arbitration Reports, etc.)
- Loose-leaf services, including "compression - bound" treatises;
- Journals (Bound and Unbound);
- Codes or Statutory Compilations;
- Digests or Shepherd's Citator;
- Legal Encyclopedias (e.g., C.J.S. , Am. Jur., Michie's Jurisprudence, etc.)
- Dictionaries;
- Congressional Materials and Government Documents;
- Indexes (e.g., Index to Legal Periodicals, etc.);
- Restatements;
- Reference Books (Call number with a "REF" designation);
- Volumes in multi - volume sets;
- Computer Software;
- Audio or Video Tapes;
- Microforms;

CIRCULATING MATERIALS

Any material that does not fall in the above categories may circulate (Treatises, Monographs).

Borrowing period is 4 weeks for Law Students.

There is one renewal for all circulating books and the renewal may be done by phone before the item is overdue.

Please call 289- 8217 or 289- 8931 between 7:30 a.m. and 4 p.m.

Research Guides

The Reference/Research Services department has designed a series of simple guides to help answer some basic research questions.

Check the oak display near the reference desk for the following and other handouts as they become available.

* GUIDE #1
DIRECTORIES OF LAWYERS, LAW FIRMS, COURTS & JUDGES

* GUIDE # 2
BOOKS ON THE LAW SCHOOL EXPERIENCE

*GUIDE # 3
LOCATING LEGAL PERIODICAL ARTICLES

* GUIDE # 4
INTERPRETING CASE CITATIONS

* GUIDE # 5
FEDERAL REGISTER/CFR

* GUIDE # 6
U.S. SUPREME COURT

* GUIDE # 7
LOCATING U.S. TREATIES

* GUIDE # 8
UNIFORM LAWS/ MODEL ACTS

* GUIDE # 9
VIRGINIA ADMINISTRATIVE CODE

* GUIDE # 10
OPINIONS OF VIRGINIA ATTORNEY GENERAL

* GUIDE # 11
FEDERAL STATUTORY MATERIALS

* GUIDE # 12
ENVIRONMENTAL LAW ON THE WWW

* GUIDE # 13
FEDERAL AND STATE COURT OPINIONS ON THE WWW.

* GUIDE # 14
FEDERAL LEGISLATIVE PROCESS

Words of Wisdom...

The ultimate measure of a person is not where they stand in moments of comfort and convenience, but where they stand at times of challenge and controversy.

Dr. Martin Luther King, Jr.

Be sure to visit the *Museletter* on the Internet. Point your browser to :

<http://www.urich.edu/~law/muselink.htm>

The *MuseLetter* is the official Newsletter of the William Taylor Muse Law Library, School of Law University of Richmond Richmond, Virginia 23173

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