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Museletter: March 1998

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MUSELETTER

Newsletter of the William Taylor Muse Law Library

New Computer Services Assistant Joins Law Library Staff

Kimberly (Kim) M. Wiseman joined the Law Library staff on March 9, 1998 as the Computer Services Assistant. Kim replaces Dave Keats, who left the position earlier this semester to move to New York.

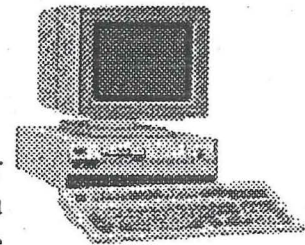
Kim previously worked as a Computing Services Administrator at the College of William and Mary. At William and Mary she managed software training services for the Office of University Development and supervised the operations of a computer help desk. In her position here Kim handles similar responsibilities. She will develop, coordinate, and offer computer training sessions dealing with both hardware and software. She also supervises the Computer Help Desk and work closely with the law students who staff the Help Desk. Kim's other responsibilities at the Law Library include troubleshooting student, faculty, and staff hardware and software problems and overseeing the operations of the library's Computer Lab.

Kim is currently a student in the Averett College adult curriculum for excellence program. She expects to receive her B.A. in Business Administration in December, 1999. She also attended the College of William and Mary, Christopher Newport University and Thomas Nelson Community College.

Please join the Law Library staff in welcoming Kim.

There's a Lot in That Catalog!

by Sally Wambold,
Technical Services
Librarian



If it's in the library or if it's on order, you will find what you're looking for in the catalog, or OPAC (Online Public Access Catalog) as some folks call it.

The OPAC indicates where a title is shelved. But there's more! If you hit the enter key (two or three times) until you get the screen with the barcodes, you can see if there is more than one copy and where those copies are shelved. For example, Virginia Forms (KfV2468) is on reserve and in the basement with other Virginia treatises. You should note the location so that you do not look for a title on the second floor when it is on Reference.

Periodical and law review titles are included in the catalog, but you must use indexes (paper and CD-ROM) in the basement to locate individual articles in those titles. Use the OPAC to determine if the library does or does not own a particular title.

One last example illustrates how rich the OPAC is. There are records with fiche numbers for many (not all) of the Congressional Information Service (CIS) microfiche titles. If you are compiling legislative histories for U.S. legislation, try the OPAC.

You may be feeling that the OPAC is troublesome to use. The library staff recognizes that it can be difficult to use. Brandon Quarles has written basic instructions for using the OPAC in Research Guide #16, which is on the display racks close to the Reference Desk. Use this guide. It will save you time.

The OPAC is admittedly a work in progress. Your suggestions for improvement are welcomed.

Internet Site of the Month

by Darla Haney, Reference/Research
Services Librarian

Did you forget to photocopy a public law while you were at the library and can't remember how to pull it off Westlaw or Lexis? Try one of the most popular web sites for lawyers -- THOMAS: Legislative Information on the Internet at <http://thomas.loc.gov>. You can search for public laws by law number. Coverage, although not complete, begins with the 93rd Congress (1973). Texts of bills are available from the 103rd, 104th and 105th Congresses. You may search for bills by bill number or by keyword/phrase. The Congressional Record is available from 1993 to the present as well as the full text of the Declaration of Independence, the Constitution, the Federalist Papers, and committee reports from the 104th and 105th Congresses. Additionally, if you cannot remember your high school civics lessons or the words to "I'm Just a Bill," read House Parliamentarian Charles Johnson's "How Laws Are Made." If you really need those lyrics from Schoolhouse Rock, check out <http://www-personal.si.umich.edu/~varnum/Stories/Schoolhouse.html>.

New Location for Paul Birch's Office

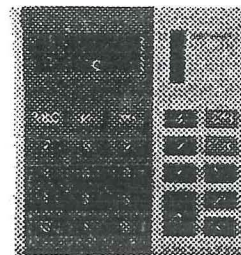
Paul Birch has moved to L9, the office that was occupied formerly by Dave Keats (down the hallway, behind the computer lab). Kim Wiseman now occupies L11, Paul's old office.

Tax Forms

The IRS web site has forms at <http://www.irs.treas.gov/>.

Coverage is from 1992-present. The materials may be searched by form and publication number or

by keyword. This site also provides links to state tax forms.



State tax forms are available from the Northwestern University Library Government Documents Department web site at <http://www.library.nwu.edu/govpub/topics/tax.html/>.

The Virginia Department of Taxation also has a web site that contains forms. You can find it at <http://www.state.va.us/tax/tax.html>.

Use Network Noticeboards

Which law firm is interviewing here next month? Is the coffee vendor really going to locate in the DownUnder? What are the library's hours for Spring break? Has your class been cancelled, or is that just a rumor?

These and other questions are addressed regularly on the noticeboards on the network. Look at the noticeboards for changes to schedules and for important information relating to the Law School, Career Services, the Law Library, computers and technology, and other issues. Don't miss important information being disseminated on the noticeboards!

The *Museletter* is the official newsletter of the William Taylor Muse Law Library at the T.C. Williams School of Law, Richmond, Virginia 23173.

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