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## Museletter: April 1998

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# MUSELETTER

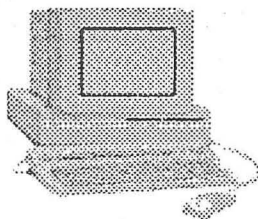
Newsletter of the William Taylor Muse Law Library

## LEXIS and WESTLAW Via the Web

by Brandon D. Quarles, Reference/Research Services Librarian

Law students and faculty now may access LEXIS-NEXIS over the Internet. The following three research options exist at this time: (1) You may search all LEXIS-NEXIS sources for documents related to your issue, or search for a particular source in which you would like to conduct your research; (2) Check a citation using SHEPARD's citation service, the Auto-Cite service, or the LEXCITE feature; or (3) Get a document for which you have the citation, the name, or the docket number. To access LEXIS-NEXIS on the web, type [www.lexis.com/lawschool](http://www.lexis.com/lawschool), and then click on one of the choices above "Research." You will then be asked to supply your "user name" (your LEXIS-NEXIS ID) and a "password" (your last name as it appears on your LEXIS-NEXIS ID).

At this time, only faculty and staff have permission to access WESTLAW over the Internet. Students are expected to have web access in the fall. To access the westlaw.com home page, type <http://lawschool.westlaw.com> and then click on where you want to go from there. You will be asked to supply your WESTLAW password in order to conduct research. You may then search the WESTLAW databases, find a document by its citation, check a citation, or use the KeyCite, Insta-Cite or Shepard's features.



## Internet Site of the Month

by Darla Haney, Reference/Research Services Librarian

Still looking for a job? Check out the All Law Jobs Page at <http://www.alllaw.com/Jobs.html>. All Law Jobs provides links to some of the biggest job boards on the Net. From that site make sure you link to Hieros Gamos' Law Jobs (<http://www.hg.org:80/employment.html>) where you can search by geographic location and area of practice. They even provide an email service that will notify you of any jobs that meet your stated criteria. Note HG's list of legal recruiters -- supposedly the most complete on the Web. If you doubt them, look at <http://www.lawjobs.com> for another list of legal recruiters and legal temporary agents.



If you have an interview, but need more information on the firm, take a look at Yahoo's law firm listings under [http://www.yahoo.com/Business\\_and\\_Economy/Companies/Law/Firms](http://www.yahoo.com/Business_and_Economy/Companies/Law/Firms). For Virginia firms, go to <http://www.lweekly.com/valaw.htm> (Lawyers Weekly) under Law Firm Sites.



## Copy Record--Friend or Foe?

by Sally Wambold, Technical Services Librarian

With the advent of online catalogs has come the copy record. This record is used mostly for serials check-in, but it offers information for the user as well. If you have ever noticed the listing of the most recent issue/volume received, you have benefitted from the copy record. If you asked when an issue of a law review might be expected, odds are the librarian consulted the copy record to answer your question.

A major benefit of the copy record is the inclusion of summary holdings. Summary holdings show what the library owns, e.g., v. 1-10 (1980-1990). The obstacles to accurate summary holdings are many. First, the serials module of the OPAC started after 1991. The summary holdings did not exist in the card catalog. When the Law Library automated serials, the system generated summary holdings from what was actually checked in. We must go back and add the holdings received before automating serials. Another obstacle is the complexity of law serials; sometimes the system cannot update the summary holdings when an item is received. The sheer volume of serials checked in every day precludes special treatment of individual titles.

What does this mean? You are able to see the latest issue checked in for any title. However, be wary of the summary holdings on the copy record screen. If you see that the library has the volumes for 1991-1998 of the Harvard Law Review, rest assured that the older volumes are here as well! And rest assured that a project is underway to make the summary holdings more accurate.

### Preservation of Library Materials

As many of you know, library materials are expensive. It is important to treat them with care. Law library users depend upon these materials for their research. The following hints will help keep library materials in good condition:

Please limit the use of flags, stickies, and paperclips in the library materials. Flags and stickies cause torn pages. The adhesive from these items often lifts the text off the page. Paperclips may cause a page to tear and, if they remain in the item, will cause permanent indentation.

Please be gentle when photocopying. Do not exert unnecessary pressure on the spine of the book. If the spine breaks, this causes the pages to become loose, increasing the likelihood that they will be lost.

Do not leave food or beverages in the stacks. These items may attract unwanted pests or cause other damage to the materials.

When reshelving materials, please remember to use care. Do not force the item into a tight space. Also, please do not place items on the floor.

(Reprinted from the VALL Newsletter, v.13, #4, p.6)

### Reminders

(1) If you plan to use your carrel while taking summer classes or while studying for the bar exam, notify Deborah Barlett, Administrative Secretary in the Law Library. All other carrels must be cleaned out and keys returned to Ms. Barlett in L17 by 5:00 p.m. on Friday, May 8.

(2) Library hours will change during exams and in the summer. You can pick up a copy of the "1998 Spring and Summer Schedules" at the Circulation Desk.

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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