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Museletter: August/September 1998

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MUSELETTER

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• REGULAR

• LIBRARY HOURS

• Fall, 1998

Sun. - 10:00 a.m. - Midnight

Mon.-Thurs. - 7:30 a.m. -
Midnight

Friday - 7:30 a.m. - 9:00 p.m.

Sat. - 9:00 a.m. - 9:00 p.m.

WELCOME NEW AND RETURNING STUDENTS

The Law Library staff and I welcome all new and returning law students to the Muse Law Library. We are excited about the coming year and the opportunities to assist you with your legal research and computer questions and needs. Our goal is to provide you with the library services and the computer support that you need to complete your classroom and other law school related projects. Do not hesitate to contact us if you have any questions.

Your first encounter with the library staff likely will be a need for research/reference assistance, for checking out library materials, or for computer assistance. The library's Reference and Research Services Librarians, **Brandon Quarles** and **Gail Zwirner**, are available to help you with both traditional and computer-assisted legal research questions. They share office L12, but most often you will see one of them at the Reference Desk. Other librarians assist at the Reference Desk as well. Librarians also teach the legal research component of the first-year Lawyering Skills course.

The Circulation Desk staff will help you with reserve materials, checking out library materials, photocopier questions, location of materials, and other related issues. **Nancy Martin**, Circulation Manager, is primarily responsible for the operation of the Circulation Desk and supervises the student assistants who work at the desk. The library is searching for a part-time Circulation Library Assistant, who will work 3:00 p.m. - 7:00 p.m. Monday - Friday. Don't hesitate to contact circulation staff if you need assis-



tance.

You will get to know the Computer Support Services staff very well during your law school career. **Paul Birch** is the Computer Services Librarian. **Kimberly Wiseman** is the Computer Services Assistant and is responsible primarily for training and supervision of the Computer Help Desk. **Leighton Fuller** is the library's part-time Network Administrator. They are happy to help you with both software and hardware questions.

The library's Technical Services division organizes the library collection to guarantee that you can find what you need for your courses and research. The staff orders library materials, catalogs new materials, and handles many other related duties, including the distribution of newspapers and magazines. Technical Services staff includes **Sally Wambold**, Technical Services Librarian, **Janette Alsworth**, Library Associate, **Betty Cliborne**, Library Assistant, **Timothy Edwards**, Library Assistant, **Leah Viar**, Library Assistant, and **Bob Weertman**, Li-

WELCOME (CONT.)

brary Assistant. **Jean Hamilton** and **Eric Nepomuceno** are part-time library clerks who are responsible for the filing of loose-leaf services. Staff at the Circulation and Reference Desks will direct you to the offices of Technical Services personnel.

Administrative staff of the library are **Timothy Coggins**, Director & Associate Professor of Law, **Joyce Manna Janto**, Deputy Director, and **Deborah Barlett**, Administrative Secretary. If you have any questions about library policies or any suggestions and recommendations, do not hesitate to contact any of us.

Timothy L. Coggins
Director & Associate Professor

"Ms. Zwirner most recently was the Senior Reference Librarian at the Richmond Office of Hunton & Williams."

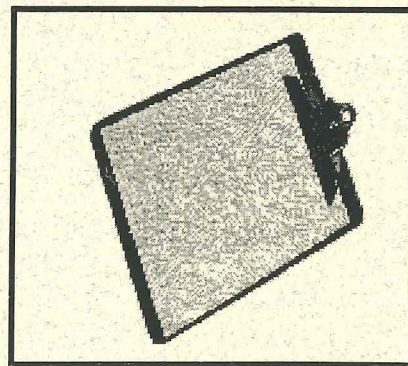
GAIL ZWIRNER JOINS LIBRARY STAFF

Gail Zwirner joined the Law Library staff on August 17, 1998 as a Reference/Research Services Librarian. She most recently was the Senior Reference Librarian at the Richmond Office of Hunton & Williams. Ms. Zwirner also serves as an adjunct faculty member in Catholic University's School of Library and Information Science. Prior to becoming a law librarian, she worked as a paralegal in Richmond, Washington, D.C., and Philadelphia. She holds the B.A. degree from Juniata College in Pennsylvania and a M.S.L.S. from Catholic University's School of Library and Information Science.

Please join the library staff in welcoming her.

NEW EMPLOYEE JOINS THE LAW LIBRARY

Eric Nepomuceno joined the Law Library staff on August 10, 1998 as a part-time Library Clerk. Mr. Nepomuceno is responsible for filing loose-leaf services. He works in the Law Library approximately 10 hours per week. Mr. Nepomuceno is a student at Virginia Commonwealth University, where he majors in Political Science and minors in International Relations.



REFERENCE & COMPUTER HELP DESK HOURS

A librarian is on duty at the Reference Desk during the following hours to answer your reference questions and provide other assistance:

Monday – Thurs.: 9:00 a.m. – 7:00 p.m.

Friday: 9:00 a.m. – 5:00 p.m.

Saturday: 12:00 noon – 4:00 p.m.

Sunday: 1:00 p.m. – 5:00 p.m.

The Computer Help Desk (located beside the Reference Desk) is staffed during the following hours to help with your computer-related questions and problems:

Monday – Friday: 9:00 a.m. – 9:00 p.m.

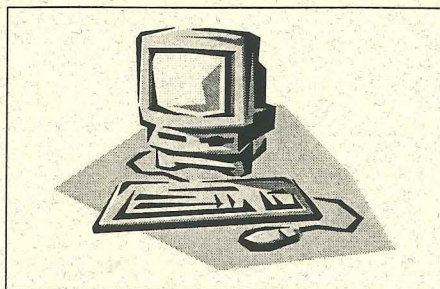
Saturday: 1:00 p.m. – 5:00 p.m.

Sunday: 1:00 p.m. – 9:00 p.m.

Consult the staff at these two desks if you need help.

LEGAL RESEARCH REFRESHERS AND COMPUTER TRAINING

The Law Library staff will conduct research and computer training sessions (primarily for 2Ls and 3Ls) throughout the Fall, 1998 semester. The sessions will be held on the following Wednesdays from 4:00 p.m. – 5:00 p.m. in Room 114.



Computer & Library Training Sessions!

September 2 & 16: Shepard's & Secondary Sources

October 7 & 21: Case Digests

October 14 & 28: Advanced Word Perfect

Nov. 4 & 18: Statutes

Nov. 11: Internet Searching

In addition, there will be sessions addressing how to get your computer and printer ready for exams on the following

days during the week of November 30:

Monday: 4-5:00 p.m. – Room 102

Tuesday: 11-12 Noon – Room 114

Wednesday: 11:30 a.m. – 12:30 p.m. – Room 101

Thursday: 11-12 Noon – Room 114

Friday: 8:30-9:30 a.m. – Room 114

LEXIS & WESTLAW TRAINING

Mandatory LEXIS and WESTLAW training for first-year students is scheduled during the weeks of September 14 (LEXIS) and September 21 (WESTLAW). Students must sign up for these classes at the Law Library Reference Desk. The sessions are scheduled as follows:

Wednesday: 3:30-4:30 p.m. – Room 102

Thursday: 11:30 a.m.-12:30 p.m. – Rm. 114

Friday: 8:30 – 9:30 a.m. – Room 114

You'll enjoy learning how to use the two computer-assisted legal research systems.

SIGN UP early!

Monday: 3:00 – 4:00 p.m. – Room 114

Tuesday: 11:30 a.m. -12:30 p.m. – Rm. 114

CHANGES IN THE LIBRARY DURING THE SUMMER

You will notice that several changes were made in the library during the summer. One of the major changes is the creation of a "Virginia Collection" room on the first floor of the library. Many students, faculty, and other users asked if a collection of Virginia materials could be located on the main level of the library, and the library staff accomplished this move this summer. The Virginia collection is in room L20, the room where the newspapers and popular magazines were located.

Newspapers and popular magazines are now located near the Circulation Desk. You will notice also that there is more comfortable style seating in many locations in the library. The staff hopes that you enjoy these changes.

Another change deals with interlibrary loan services. Brandon Quarles, Reference/Research Services Librarian, is happy to request items that our library does not own for you from other libraries. Consult Brandon in the Reference Office if you need help with borrowing an item from another library.

"Drinks in closed-top, non-spillable containers and 'snack-type foods' are okay in the library. But please be careful."

LAW LIBRARY CARREL POLICY

A copy of the library's carrel policy was distributed to all students during the carrel sign-up process. Please read the policy carefully and adhere to the guidelines listed in the policy.

If you did not get a copy of the policy, see Deborah Barlett in the Law Library Administration Office.

The Museletter is the official newsletter of the William Taylor Muse Law Library at the School of Law of the University of Richmond, Richmond, VA 23173.

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Contributors: Deborah Barlett; Timothy Coggins; Joyce Janto, Nancy Martin, Brandon Quarles, and Kimberly Wiseman

Exceptions to the Law Library's Regular Hours

Fall Semester, 1998

There are exceptions to the regular hours that are on the first page of this issue of the Museletter. You can get a copy of the Fall Semester, 1998 and Spring Semester, 1999 library hours schedule from the Circulation Desk.

Note the following days during the Fall Semester when the library is CLOSED.

Thursday, November 26, 1998

Saturday, December 19, 1998

Sunday, December 20, 1998

Thursday – Sunday, December 24 – 27, 1998

The library is also closed several days in early January.

Friday – Sunday, January 1 – 3, 1998

Saturday, January 9, 1998

Brandon Quarles, Editor
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