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Museletter: October/November 1998

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MUSELETTER

THIS ISSUE:

<i>Faculty Publications</i>	2
<i>Computer Tip</i>	2
<i>Legal Research Training</i>	3
<i>Supreme Court Update</i>	3
<i>Web Site of the Month</i>	3
<i>Quarles Heads to Texas</i>	4
<i>Student Assistants</i>	4

• **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.

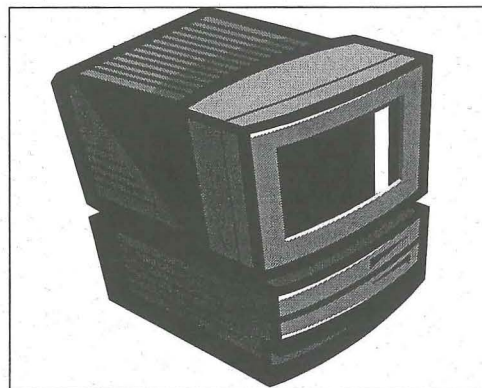
Sat. - 9:00 a.m. - 9:00 p.m.

OPAC - NOT A TREATY, JUST A VALUABLE RESEARCH TOOL

When you search the Online Public Access Catalog (OPAC), there are many ways to locate what you want. If you do not know the exact title of your book, try a **title keyword search**. Just enter the most important words, leave out the generic words (like law or court), and leave out the prepositions, articles, and connectors. Dynix, UR's OPAC software, assumes the connector to be "and" unless you put two terms in parentheses, which creates an "or" connector. For example, (tax taxation) tells Dynix to look for tax or taxation.

If your title includes generic words that you anticipate will retrieve hundreds of hits, try a **general keyword search**. With a general keyword search you can input an author's name and a word or words from the title such as "Wigmore evidence." You can also input words that appear elsewhere in the cataloging record such as publisher or date of publication or subject or series. For example, to retrieve the torts hornbook, enter "torts hornbook," and Prosser will appear first in the list of results.

Another option if your title is full of generic words is an **author search**. For example, author searches can be surprisingly useful in locating state material. Try the author "Wyoming," for instance, if you do not know the exact title (or even close) for Wyoming laws. Sometimes those state materials have titles that are decidedly not intuitive. Once you retrieve hits with Wyoming as the author, you can select the line number by Wyoming and look at the hits listed there. Sometimes the state as author is more com-



plicated, such as Wyoming. Office of the Attorney General. So, you might need to go back to the list with Wyoming and look at other author names beginning with Wyoming.

Like many state materials, older books are in the non-intuitive category. Decades ago (like the 1950's) spine titles and cover titles did not appear on catalog cards, yet they were often the titles familiar to practitioners. This is a place to use title keyword searches (provided the titles have distinctive words, remember!) or general keyword searches (if you believe an author/title search would be better than title keyword). It is unlikely that most folks would remember the wordy titles of these older books in order to input an exact title search.

Finally, a search option that is underappreciated is the **series search**. You might be seeking a Virginia CLE title but not have a clue as to its title. Select the series search option and input Virginia CLE. Okay, this does retrieve over 200 hits. But there is an even less used option to help you

For example, to retrieve the torts hornbook, enter "torts hornbook," and Prosser will appear first in the list of results."

OPAC (CONT.)

here. Type SL for Sort list and hit the enter key. You can then sort by title, author, or publication date, depending on what you are seeking. A further hint: sort list will provide you with a quick and dirty bibliography complete with call numbers! Also, consider Sort list for any long list of hits, even when you aren't doing a series search. Sorting the long lists makes them more useable and friendly.

These examples briefly illustrate the increased sophistication of an Online Public Access Catalog --although many of us still remember the old card catalogs with fondness.

Happy searching!

Sally Wambold
Technical Services Librarian

NEW FACULTY PUBLICATIONS

Congratulations to Professors Ann Hodges and Hamilton Bryson for their recent publications:

Ann C. Hodges, *Protecting Unionized Employees Against Discrimination: the Fourth Circuit's Misinterpretation of Supreme Court Precedent*, 2 Employee Rights & Employment Policy Journal 123 (1998).

W. Hamilton Bryson, *Essays on Legal Education in 19th Century Virginia* (1998).

[Note: This is a new column which will appear in each issue of the Museletter. Library staff members will report here faculty articles and books published during the prior month.]

NEW EMPLOYEES JOIN THE LAW LIBRARY

Two new employees joined the Law Library staff recently. **John R. Barden** will serve as Reference/Research Services Librarian on a part-time temporary basis while the library searches for a permanent replacement in the position. **Peggy Berry** recently joined the library staff as a permanent, part-time Library Assistant II in the Circulation Department. Please welcome both new staff members.

BEYOND REBOOTING : COMPUTER TIP OF THE MONTH Eliminating Banner Pages

Many students have asked how to eliminate the banner pages that print before a job queued to the lab. The following steps will assist you in doing that:

Go to **MY COMPUTER**

Choose **PRINTERS**

Choose the **PRINTER** you want to enable the banner page

Click **FILE**, then **PROPERTIES**

Choose **PRINTER SETTINGS**

Under **BANNER SETTINGS**, you will notice a checked box.

UNCHECK the box to disable the banner page; leave it checked to keep the banner page.

If this feature is disabled, the blank pieces of paper that sometimes follow print jobs may be eliminated as well. Please be careful not to pick up someone else's print job, if you choose to eliminate the banner pages.

LEGAL RESEARCH REFRESHERS AND COMPUTER TRAINING SESSIONS

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.

October 7 & 21: Case Digests

October 14 & 28: Advanced Word Perfect

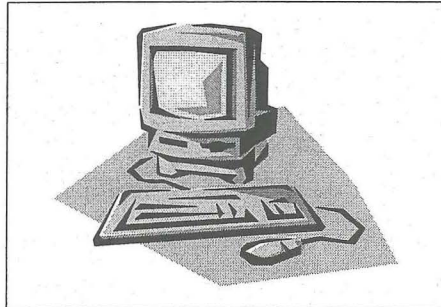
Nov. 4 & 18: Statutes

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



Computer & Library Training Sessions!

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

FIRST MONDAY IN OCTOBER: Listserv available for U.S. Supreme Court Updates

A listserv which distributes up-to-the-minute information about U.S. Supreme Court announcements is administered by the Willamette University College of Law. By joining the list, you will receive e-mail announcements of all matters granted or denied *certiorari* and opinions of the court, including summaries. For example, the September 30th and October 5th e-mails listed fifteen matters granted *certiorari*, with summaries of the cases; the October 5th and October 12th releases listed the arguments and summaries scheduled for those weeks.

To subscribe to this service, send an e-mail to listproc@willamette.edu. Leave the subject line blank. In the text enter: SUBSCRIBE WLO-USSC YOUR NAME.

LAW SCHOOL CREATES LATINO LAW STUDENTS ASSOCIATION

The Law School faculty voted at its September meeting to create The Latino Law Students Association (LLSA). The mission statement states that LLSA "seeks to provide and promote positive representation of Latinos. LLSA is dedicated to increase the number of Latino students enrolled in the University of Richmond School of Law by encouraging Latino students to attend the University of Richmond School of Law. Once Latino students enroll, LLSA seeks to provide an academic and social support network to assist the student in the experiences of law school. LLSA aspires to improve the overall diversity of the University of Richmond School of Law."

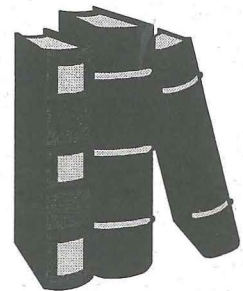
Additionally, "LLSA strives to increase the number of Latinos in legal academia, especially on the faculty of the University of Richmond School of Law. This includes locating prospective candidates, reviewing their accomplishments and encouraging the Law School Administration to recruit and hire Latino faculty. LLSA serves as a contact with law firms interested in improving their minority representation. LLSA seeks to find and provide scholarship and grant information to its members."

The Executive Board of LLSA includes: President – Paul R. Martinez; Vice-President – Connie McCalla; Secretary – Ramona Taylor; Treasurer – John Nowak; and Scholarship Chair – Delia Garibaldi.

JUST A REMINDER...

The library staff has received complaints from students whose carrels are near the stairwell that the noise level in that area is distracting. Please be considerate of your fellow classmates and move the conversations to the hallway outside the library or to the "Down Under."

Thanks.



**1998-99
Student Assistants**

The library could not function without the assistance of its many student assistants, who support the staff in circulation, computer services, inter-library loan, filing, A-V, cataloging, and administration. Please accept our thanks to all of you -

Aaron Augustino
Nicholas Barlett
Brooke Brinkerhoff
Shannon Cantrell
Jonathan Carroll
Paul Cording
Joy D'Asaro
Robert Doherty
Megan Greene
Keri Gusmann
Dori Hammond
Chris Hoxter
David Hubbard
Lisa Hudson
Elizabeth Johnsen
Phillip Jordan
John Jung
David Kazzie
Shannon Kroeger
Michelle Lam
Phil Landau
Everett Lupton
Wesley Martin
Paul Martinez
Connie McCalla
Rebecca Miner
Jennifer Newman
John Nowak
Eric Peters
Girgis Saleeb
Damian Santomauro
Richard Scott
Reg Snider
Craig Webb
Colin Weise
Peter Westerberg

BRANDON QUARLES MOVES HOME TO TEXAS

Known to you as either Reference/Research Services Librarian, Law Skills Research Instructor, Student Adviser, or friend and colleague, **Brandon Quarles** will be returning in October to his home state of Texas. He will become Reference Librarian and Assistant Professor of Law at Baylor Law School in Waco. The position will give Brandon more teaching, writing and supervisory challenges. Brandon has served in his position in the Muse Law Library for three years and has become an invaluable member of the library research staff.

Law Skills sections 3 and 4 should not feel abandoned. **John Barden**, who is a librarian and finishing his law degree at UVA, will join the library staff in October to fill the research instructor position on a part-time, temporary basis. Stop by the library to introduce yourself to John.

Please join the library staff in extending best wishes to Brandon and his family, as they return to the Lone Star state and the Baylor Bears.

Congratulations, Brandon!

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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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