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## Museletter: August 1999

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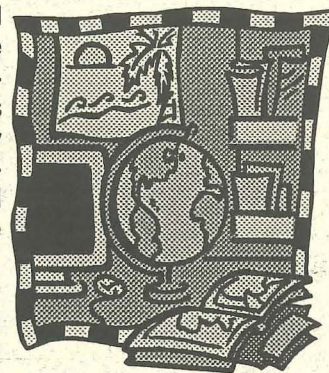
# Museletter

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## 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 successfully 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/Research Services Librarians, **Gail Zwirner** and **John Barden**, are available to help you with both traditional and computer-assisted legal research questions. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, **Sally Wambold**, and **James Wirrell**, assist with reference and research assistants as well. Most librarians participate in the first-year Lawyering Skills program also.

The Circulation Desk staff will help you with reserve materials, checking out library materials, photocopier questions, location of materials, and other related issues. **James Wirrell**, the newest member of the library staff, is Circulation/Reference Librarian. He is primarily responsible for the operation of the Circulation Desk and supervises the student assistants at the desk. Another library employee (the position is vacant at this time) is available to assist you from 5:00-9:00 p.m. Monday-Thursday. Don't hesitate to contact circulation staff if you need assistance.

You will get to know the Computer Support Services staff very well during your law school career. **Paul Birch** is Computer Services Librarian and the web master for the Law School's web page. **Kimberly Wiseman** is the Computer Services Assistant and is responsible primarily for training and supervision of the Computer Help Desk. **Alison Merner** is the library's Network Administrator. Law students and some undergraduate students staff the Computer Help Desk. Paul, Kim, and Alison, as well as the students at the Help Desk, are happy to help you with software and hardware questions.

The library's Technical Services division organizes the 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,

## REGULAR LIBRARY HOURS

Fall 1999

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

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

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

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



## MUSE LIBRARY

### FACTS

*When the new law school was dedicated in 1954, the library's collection totaled 24,000 volumes. The 1999 totals reached nearly 12 times that figure, at 280,000 volumes.*

including the distribution of newspapers and magazines, the shelving of library materials, binding, and looseleaf filing. 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**, Library Assistant. **Robert Avramescu**, **John Bric**, and **Eric Nepomuceno** are part-time Library Clerks who are responsible for the filing of looseleaf 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.

Enjoy the coming year!

Timothy L. Coggins  
Director & Associate Professor

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## The Computer Connection

Kimberly Wiseman  
Computer Services Assistant

A very exciting transformation in the computer lab this summer -- no more waiting for the old Pentium 100's to reboot! Gateway Pentium III's replaced the old computers that frustrated so many of you last year. The same software is still there with a couple of exceptions. All computers now have Corel 8 suite, Adobe reader (which now makes it possible to read web pages that include PDF files), and Microsoft Office 97. There is only one version of Pegasus Mail installed as well. The library and technology staff hopes you will all enjoy the new machines. And finally, there are stools at the counter where you can plug in your own laptop for quickly checking your mail or printing a document to the printers in the lab.

Here are a few reminders. Yes, each student receives 300 free print credits at the beginning of the semester. If you use those 300 pages, you may purchase as many additional print credits as you wish for 10 cents per credit. You can print as much as you like to your own printer in your carrel, and Lexis and Westlaw offer nearly limitless printing. Please keep in mind that the law school is still a primarily Corel environment. Microsoft Office 97 is installed on the lab machines for your convenience. All work submitted to faculty electronically is still expected to be in Word-Perfect format. We recognize the importance of having both suites of software available for your use, but remember your audience when preparing documents to be shared with others.

We staff the computer help desk seven days per week. There will be coverage daily from 9:00 a.m. to 9:00 p.m.; 1:00 p.m. to 5:00 p.m. on Saturdays; 1:00 p.m. to 9:00 p.m. on Sundays. Don't hesitate to come by my office if you're having a problem and don't find anyone at the help desk.

Welcome back. Paul Birch, our new colleague Alison Merner (who replaced Leighton Fuller), and I look forward to helping you in any way we can.



## INFO ENHANCEMENTS: DEVELOPMENTS IN ACCESSING LIBRARY SOURCES

JOHN R. BARDEN  
REFERENCE/RESEARCH SERVICES LIBRARIAN

Returning library patrons will notice changes in the way that they access Muse Law Library resources. Some of these changes were begun during the last academic year, but a little review never hurt anyone.

The kiosk terminals have been replaced with PCs for accessing the library catalog and other resources. You now have a choice of interfaces: Web-based searching or "Classic Telnet." The Web-based version incorporates the now-familiar "point-and-click" methods for entering searches. However, not all functions are available through the Web-cat. To print out a catalog record, you need to use the "Classic Telnet" version, remembering to use the alt-P command. The library staff, along with their counterparts at Boatwright Library, have reviewed the deficiencies of the current catalog system and hope to recommend a replacement during the coming year.

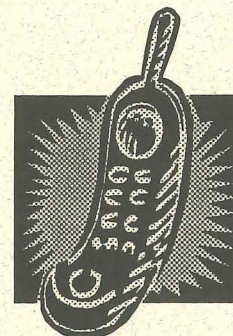
The kiosk is now the starting point for searching periodical literature as well. You will find icons for Web-based versions of LegalTrac (online counterpart to Current Law Index) and WilsonWeb (online version of the Index to Legal Periodicals). Through the Web, you will receive data that is more current than either print or CD-ROM versions.

You can also get to Web-based versions of Westlaw and Lexis through the kiosk computers. However, please remember that the kiosk is designed for limited searching and access, not for extended research sessions. If another patron needs to access the library catalog while you are searching Westlaw or Lexis, please save your search and move to a lab machine or your own laptop.

Speaking of online legal resources, you will notice that the "Shepard's" button on Westlaw is gone. Westlaw now relies exclusively on its own citator product "KeyCite." Shepard's is still available through Lexis. Since the two citators are compiled by different methods, you may want to check cites in both citators and compare the results, at least until you determine which one best suits your needs. Westlaw.com has pretty much superseded the proprietary software as the preferred means of access. As of this writing, Lexis is on the verge of introducing its own new Web interface. Look for more about these changes in future issues of the "Museletter."

International and foreign law students will be happy to hear that two new databases are now available for their use. "TIARA U.S. Treaties Researcher" is Oceana's comprehensive online resource for treaties to which the United States is a party. Also, CCH now provides online access to the European Union Law Library, including "all the commentary, current year and archive cases, legislation and all the newsletters, as well as the latest developments" (their blurb). If you want to access either of these resources, see a reference librarian for passwords.

Finally, we want to remind you of the many databases available through the University Libraries' home page (<http://www.richmond.edu/is/library>). Popular sites with law students include FirstSearch, providing access to the holdings of thousands of libraries across the United States, and Congressional Universe, a sophisticated tool for accessing information about bills, legislation, and congressional documents.



### CELL PHONES and PAGERS

*Based on student requests, we ask that all library users turn off the ring feature on their cellular phones and pagers when entering the library so the noise does not disturb students and other patrons. If a call is received, it must be taken outside the library immediately. Thank you for your cooperation.*



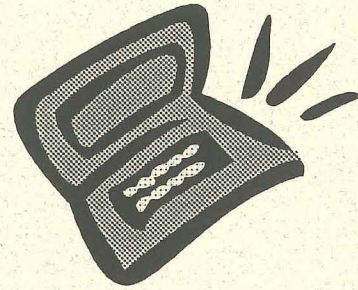
## Lexis & Westlaw Training

Mandatory Lexis and Westlaw training for first-year students is scheduled during the weeks of August 30 (Lexis) and September 7 (Westlaw). Students must sign up for these classes at the Law Library Reference Desk. The sessions for both weeks are scheduled as follows:

Monday:	3:00-4:00 p.m.	Room 101
Tuesday:	1:00-2:00 p.m. 3:00-4:00 p.m.	Room 102 Room 101
Wednesday:	3:00-4:00 p.m.	Room 101
Thursday:	1:00-2:00 p.m. 3:00-4:00 p.m.	Room 102 Room 101
Friday:	3:00-4:00 p.m.	Room 101 & 102

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

Sign up early!



## Be Kind to Your Computer!

Library policy allows for drinks in closed-topped, non-spillable containers and snack-type foods in the library. However, no drinks or food are permitted in the Computer Lab. Damage to computers has been caused by spillage of food and drinks on the keyboard. Please be careful!

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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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