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Museletter: April/May 2002

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Museletter

THIS ISSUE:

<i>Exam Policy</i>	1
<i>Alcoa Building</i>	2
<i>Summer Associate Tips</i>	3
<i>Carrel Information</i>	3
<i>Spring/Summer Hours</i>	4

ID PLEASE: NEW POLICY RESTRICTS ACCESS TO THE LAW LIBRARY DURING EXAM PERIOD EVENINGS FOR CERTAIN USERS

During past years, law students have complained about the noise in the Law Library caused by non-law school users, especially during the examination period. The library staff has discussed solutions to this issue with the Law School administration, the SBA, the faculty Library and Technology Committee, and the student Library Committee. The staff recently proposed restricting access to the Law Library during the examination period to law students and selected other groups of users only. The SBA leaders and other students felt that this was a good idea.



As a test this semester, the Law Library will be closed to outside users from 5:00 p.m. until closing during the exam period from Sunday, April 21 through Thursday, May 2. The library will set up a check station near the Circulation desk of the Law Library and will hire students to check an ID of every person who enters the Law Library. Only the following users upon presentation of a valid ID will be allowed into the Law Library: law students, faculty, staff, and their family members; University of Richmond students, faculty, and staff; alumni of the Law School; and lawyers with a valid bar card.

The library does not anticipate that this policy will cause any inconvenience for students. However, students' patience and cooperation are requested when this new policy begins. Students should not be offended if asked for an ID. Although Richmond is a small law school, the law students at the check station will not recognize everyone and may have to ask for an ID.

The primary goal of this change is to provide a quieter study place for law students. Student cooperation in making the implementation of this policy effective and easy is greatly appreciated.

**Best Wishes
and
Congratulations
to the
2002
Graduates!**



Lexis and Westlaw Provide Summer Access for Students Involved in Law School Activities

Rising second and third year students who are involved in law school activities throughout the summer, such as Law Review or Research Assistants for faculty, are eligible for full access to Lexis and Westlaw. Remember, if you are employed this summer at a law firm or government position, such as the Attorney General's Office, you will obtain the appropriate passwords to the services from those institutions.

If you are eligible for summer access to Lexis or Westlaw, you will need to complete an online form from each vendor. Access lawschool.lexis.com and click on the link under "Summer Access and I.D. Registration," or go to lawschool.westlaw.com and click on "Extend your password" for details.

Spring Exam Schedule

4/22	8:30 am	Flex Exam
4/22	1:00 pm	Flex Exam
4/23	8:00 am	Const. Law
4/23	8:30 am	Flex Exam
4/23	1:00 pm	Flex Exam
4/24	8:30 am	Flex Exam
4/24	1:00 pm	Flex Exam
4/25	8:30 am	Flex Exam
4/25	1:00 pm	Flex Exam
4/26	8:30 am	Flex Exam
4/26	8:30 am	Criminal Law
4/26	1:00 pm	Flex Exam
4/27	8:30 am	Flex Exam
4/29	8:30 am	Flex Exam
4/29	1:00 pm	Flex Exam
4/30	8:30 am	Envtl. Law
4/30	1:00 pm	Flex Exam
5/1	8:30 am	Flex Exam
5/1	8:30 am	Legislation
5/1	1:00 pm	Flex Exam
5/1	1:00 pm	Fed. Juris.
5/2	8:30 am	Flex Exam
5/2	1:00 pm	Flex Exam
5/3	8:00 am	Contracts
5/3	1:00 pm	Flex Exam

Alcoa-Reynolds Building — Law School Will Not Move

In October, 2001 the Law School faculty, staff, and invited students toured the Alcoa-Reynolds Building, which the University had acquired. The Alcoa-Reynolds Building is listed on the National Register of Historic Places, sits on beautifully landscaped thirty-five acre grounds, and includes approximately 250,000 square feet. After the tour of the building and a discussion of the possibilities available to the Law School if it relocated to the Alcoa-Reynolds Building, the Law Faculty voted to form a committee to investigate further a possible relocation of the Law School to the Alcoa-Reynolds Building. Timothy Coggins, Director of the Law Library, chaired the committee, which consisted of faculty, staff (including several library and technology staff members), students, and alumni. After a five month analysis and review, including meetings with alumni and students, the Committee concluded that it was not in the best interests of the Law School to relocate. The Committee presented its findings to the faculty, and the faculty unanimously accepted the Committee's recommendation. Students expressed support for the Committee's recommendation as well.

The Committee based its recommendations on several issues. First, the Law School benefits significantly from its affiliation with the University of Richmond and its location on the UR campus. Committee members felt that the physical separation of the Law School from the campus might impact negatively the relationship. Second, admissions staff, faculty and students believe that prospective students value tremendously the appeal of the UR campus. Students comment regularly about the beauty of the campus, the facilities located on the campus to meet their needs, and the importance to them of the University setting. Third, Law School alumni responded negatively to the possibility of a relocation. They described their affection for the current facility and campus and questioned whether alumni would feel the same if the Law School located off campus. Fourth, some Committee members felt that this was the wrong time to pursue further any consideration of a relocation. They referred to two items: the dean search and the recent report of the Trustees Law School Task Force. Finally, law school students and faculty were uncomfortable with the idea of sharing the Alcoa-Reynolds Building with non-University tenants. It was anticipated that the Law School would occupy a substantial portion of the building, but not all.

The Committee presented its findings to the University Provost in mid-March and met with her and another University official on March 26, 2002 to answer questions. At the end of the meeting the Provost indicated that the University accepted the conclusions of the Committee and would pursue other plans for the building. —T.L.C.

10 Tips for Summer Associate Research Survival: A View from a Former Law Firm Librarian

(Repeated by request, previously published in April 2001 *Museletter*)

1. Ask questions. Don't leave the supervising attorney's office until your information is clear. Ask about client charges. Don't be embarrassed to ask if the attorney has recommendations about where to start the research. There may be a very useful "pet" practitioner's tool that an academic library does not own that could be beneficial to the research. Obtain the deadline, format, and length of the assignment results. Secretaries can save time with format instruction. Librarians are terrific resources, but can't always read minds.

2. Anticipate assignments you did not cover (or you avoided) in research classes in school. Common summer assignments include legislative histories, regulatory research, business research, and use of ethics opinions. Bring *Sloan* with you as a ready reference resource.

3. Plan your strategy. Decide whether you have enough information to go directly to primary authority sources. You may benefit from consulting secondary sources first. (Many students have come back in the Fall and said "*Michie's Jurisprudence* was my friend.") Keep a log of the sources you have consulted.

4. Assess your resources. A firm's collection will not duplicate the sources you have had access to in law school. Consult the librarian about authority to use online sources or other options, such as CD-ROM or web-based products.

5. Don't reinvent the wheel. One resource consideration is a document file or memo bank. Many attorneys or firms invest a lot of time in organizing such files. There is no point in creating something that has already been started. Look at the client file. Perhaps all you'll need to do is update another memo. Your time is valuable.

6. Use legal resource editing to your full advantage. Legal publishers invest tremendous amounts of money in editorial enhancements. Look at the annotations and take advantage of those reference.

7. Know when to stop. Could be your toughest decision. When you start seeing repeat patterns in your research, stop.

8. Understand the authority and coverage of your research tools. Make sure any website you use is authoritative and current. If you are looking for historical information, an online database or website may not provide adequate coverage.

9. Update your research. The supervising attorney should not have to ask if you've used a citator to update your research. "Bluebook" the memo as well.

10. Understand the team approach. All members of a legal team are important in accomplishing the client's goals. Be respectful of non-attorney responsibilities, and how those skills can make your experience more effective.

—G.F.Z.

Gail Zwirner worked for thirteen years in the library at Hunton & Williams in the Richmond office.

Carrel Information

By Deborah Barlett

Graduating 3Ls who are not staying for bar review, those students going into the clinics in the Fall, and students transferring or visiting out, must empty their carrels and return their keys to Mrs. Barlett in the Library Administrative Office (L17) prior to leaving town. Any student who has made arrangements through Mrs. Barlett to change carrels in the Fall must empty his or her present carrel and return the key prior to leaving for the summer break.

All other students should clean up their carrels prior to leaving for the summer. You may leave personal belongings in the locked compartment of your carrel only. Nothing should be left on the work surface, side walls, the top of the carrel, or on the floor. Housekeeping will clean the carrels during the summer. Your cooperation is greatly appreciated.

If you are not planning to use your carrel next year, please consider turning your carrel key in to Mrs. Barlett. There are other law students who may be able to use the carrel. You can still sign up for a carrel during the year for exams. Thank you.

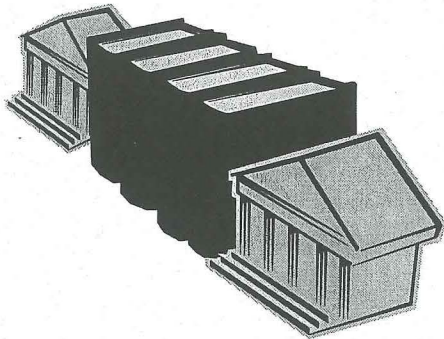
April 14-20

Is

National Library

Week

Take a Librarian to Lunch!



**Spring Inter-session & Summer
Library Hours**

**Spring Exam Period (Fri., Apr. 19 to Thurs.,
May 2)**

Sunday:	10:00 am to Midnight
Monday-Thursday:	7:30 am to 1:00 am
Friday:	7:30 am to Midnight
Saturday:	9:00 am to Midnight

Spring Inter-Session (Fri., May 3 to Sat., May 11)

Fri., May 3:	7:30 am to 6:00 pm
Sat., May 4:	9:30 am to Noon
Sun., May 5:	CLOSED
Mon, May 6-Fri., May 10	7:30 am to 6:00 pm
Sat., May 11:	CLOSED

**Summer Session & Exam Week (Sun., May 12 to
Fri., July 5)**

Sunday:	10:00 am to 10:00 pm
Monday to Thursday:	7:30 am to 10:00 pm
Friday:	7:30 am to 8:00 pm
Saturday:	9:00 am to 5:00 pm
CLOSED:	Monday, May 27 (Memorial Day) Wednesday, July 4 (Independence Day)

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The Museletter is the official newsletter of the
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