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Museletter: August 2005

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Museletter

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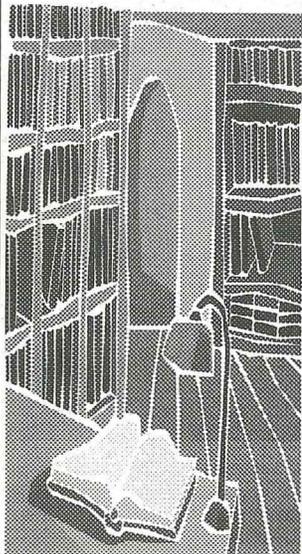
**Fall 2005
Regular
Library Hours**

Sunday
10:00 a.m. - Midnight

Monday—Thursday
7:30 a.m. - Midnight

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

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



WELCOME NEW AND RETURNING STUDENTS

By

Timothy L. Coggins

Welcome to the William Taylor Muse Law Library. The library and technology staff looks forward to assisting you with your legal research and computer needs and questions. Our primary goal is to make certain that you receive assistance in the library and technology areas to help you complete successfully your classroom and other law school related projects. Do not hesitate to contact us if you have any questions.

Several exciting activities occurred this summer. Returning students will note that the front portion of the library (and some areas of the Law School) was re-carpeted and painted this summer – a very welcome change. We hope that you enjoy the new environment. Wireless network access continues to improve each year. This fall, you will be able to use wireless network access throughout the Law School building, including the library and the student carrel areas.

In this first issue of the library’s newsletter, I want to introduce you to the Law Library and technology personnel with brief information about each person’s area of responsibility. The Law Library’s Reference and Research Services Department staff assists you with legal research and reference questions. **John Barden** is the Head of Reference and Research Services, and **Caroline Osborne** is the Reference and Research Services Librarian. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto** and **Gail Zwirner**, are available to help you with reference and research assistance as well as handling their responsibilities in other areas. A reference librarian is available at the library’s Reference Desk from 9:00 a.m. – 9:00 p.m., Monday – Thursday, 9:00 a.m. – 5:00 p.m., Friday, and 1:00 p.m. – 5:00 p.m. on Saturday and Sunday. Law librarians teach in the first year Lawyering Skills program as well.

The library’s Access Services Department staff assists you with reserve materials, checking out library materials, photocopier questions, location of materials and other related issues. **Gail Zwirner**, Head of Access Services, supervises Access Services and the student assistants at the desk and provides reference assistance

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Kathy Sagan-Salandro and **W. Lois Brown**, Circulation Library Assistants, can assist you with your circulation, reserve and audio-visual requests and other issues. You will find either a full-time library staff member or a student assistant at the Circulation Desk at all hours that the library is open.

The library's Computer and Technology Services staff helps you with your laptop, software use, email, network issues, and other technology questions that you might have. **Paul Birch**, the library's Computer Services Librarian, provides technology assistance to faculty who are integrating technology into the classroom and serves as the Law School's web master. **Kimberly Wiseman**, Computer Services Assistant, is responsible for software and hardware training and supervises the Computer Help Desk and Law Library Computer Lab operations. **Alison Merner**, the library's Network Administrator, manages the Law School's servers and network, including the wireless network. Law students with computer expertise staff the Computer Help Desk. They, along with Ms. Wiseman, are happy to help you with software and hardware questions and/or problems.

The library's Technical Services department organizes the collection to guarantee that you can find what you need for your courses and research and maintains the collection in an orderly manner. The staff orders library materials, catalogs and classifies new materials, files new materials and other supplementation and handles many other related duties, including the distribution of newspapers and magazines, the shelving of library materials, binding and looseleaf filing. **Sally Wambold** is the library's Technical Services Librarian. You likely will see Ms. Wambold at the library's Reference Desk occasionally since she substitutes for other law librarians. Other Technical Services staff includes **Janette Alsworth**, Serials & Acquisitions Manager; **Timothy Edwards**, Collection Management Library Associate; **Bob Weertman**, Cataloging Library Assistant; and **Amanda Mertz**, Serials/Acquisitions Library Assistant. **John Bric** is a part-time Library Assistant who is responsible for filing the many types of supplementation for legal materials.

The Administration area of the Law Library consists of **Timothy L. Coggins**, Associate Dean for Library and Information Services & Professor of Law, **Joyce Manna Janto**, Deputy Director, and **Deborah Barlett**, Law Library Operations Manager. The administrative office staff is responsible for overall library operations, including budgets, facilities, personnel, and coordination with other departments at the Law School and the University. If you have any questions about library policies, do not hesitate to ask. Professor Coggins teaches in the first-year Lawyering Skills program and teaches an upper level Advanced Legal Research course. Professor Janto teaches in the Lawyering Skills program and Professional Responsibility during summer school.

The Student Bar Association works closely with the Law Library staff through a Student Library Advisory Committee. Co-chairs of the student library committee are Katharine Fuegi and Julia Moore. In addition to addressing your questions to library staff members, you should feel free to talk with members of the student committee. The Student Library Advisory Committee will assist the library staff during the Spring 2006 term in a student satisfaction assessment of the Law Library. Watch for your copy of this survey at some point in the Spring.

If you have any questions about library policies, including hours, operations and the laptop requirement, or any suggestions and recommendations, do not hesitate to contact us.

Enjoy the coming year. Welcome again!

Did You Know???

Questions Frequently Asked

Can't remember who to talk to about carrel issues or print credits? A few of the commonly asked questions with *answers!*

Question: Who should I talk with when I have a problem with my carrel?

Answer: Deborah Barlett is responsible for the library carrels. See her in office L-17.

Question: Who do I talk to about network issues?

Answer: See Alison Merner in her office (L-9).

Question: Who can add more print credits to my account for printing to the laser printers in the Computer Lab?

Answer: There are four persons who can accept payment and add additional credits. Kimberly Wiseman (L-11), Alison Merner and Paul Birch (L-9) and Timothy Coggins (L-18).

Question: Who do I see to access the special collections room?

Answer: Any reference librarian can retrieve items from special collections. Ask at the reference desk with the classification number for the item. Please remember that special collections materials do not circulate. John Barden (L-27) manages special collections and the rare books room.

Other questions? Stop by and ask at the reference desk!

NEW REFERENCE?

By John Barden

Things have changed around the Law Library: some new carpet, some new colors. The Reference Desk may look the same, but we deal with new things nearly every day. Each reference question posed by a patron is an opportunity to exercise our skills to come up with the right answer or send people off in the right direction. Yes, some of the questions we've heard before, but our answers are tailored to make sure that we're giving the right information to fit the situation, not just repeating the same old stock phrases. That's the beauty of having a human being to talk to face to face, not just a reference book or a database.

Don't get us wrong, we don't keep all the answers in our heads. We are always investigating resources, both new and old, print and online. During this coming year, we will be highlighting some of these resources in the Museletter, in hopes that you will find some tools that will help you hone your own research skills and find the answers that you need. Look for upcoming articles on using BNA Online and HeinOnline for starters.

Remember that while classes are in session, the Reference Desk is staffed from 9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday, and 1:00 p.m. to 5:00 p.m., Saturday and Sunday. All of the reference librarians are eager to help you get the information you need. Don't be afraid to bring us questions just because you think we might have heard them before. Chances are there will be something about *your* question that makes it unique.

Welcome New and Returning Students from
Technical Services

By Sally Wambold

Technical Services is where the books are ordered, received, cataloged, and processed into the collection. Amanda Mertz, Janette Alsworth, Bob Weertman, Tim Edwards and Sally Wambold order and process new additions to the collection in addition to updating and maintaining the existing collection. Everything from unpacking new orders, making space on the shelves and moving the collection as required to accommodate new needs, binding serials and updating the catalog to include the new additions is accomplished in the Technical Services department.

All of the people in Technical Services work to get you the information you need quickly and efficiently. Again, welcome and welcome back.

Greetings from the Law Library's
Access Services Department

By Gail Zwirner

The Access Services Department's responsibilities include circulation of library materials, including reserve items, coordinating audiovisual needs, photocopier questions, directing patrons to the location of library materials and processing interlibrary loan requests. Gail Zwirner is Head of Access Services. She oversees the operations of the Circulation Desk, supervises the student assistants at the desk, manages interlibrary loan services, provides reference assistance, and teaches in the first year Lawyering Skills program. Lois Brown and Kathy Salandro are full-time Circulation Library Assistants and can assist you with circulation, reserve and AV needs. Kathy is available during the day, while Lois is available to assist you during evening hours. Thirteen student assistants also play a vital role in library access services. Our students this year are Naomi Andrews, Vicky Balestriere, Patrick Crocker, Donel Davis, Katharine Fuegi, Jim Hedrick, Donny Knepper, Andrei Kublan, Nathaniel Lounsbury, Heather Lyons, Scott Martin, Jace Padden, Jason Reed and Mary Richardson.

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The *Museletter* is the official newsletter of the
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