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## Museletter: April 2006

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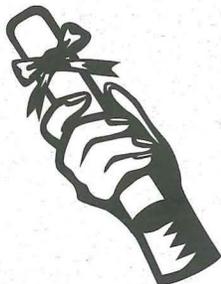
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# Museletter

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Remember,  
the Bridge  
the Gap  
seminar is on  
April 21st.  
Sign-up at the  
reference  
desk in the  
Law Library.



## Ten Tips for a Successful Summer

Gail Zwirner and Caroline Osborne

Whether you are planning to work this summer for a large or small firm, government agency, internship, or non-profit organization, here are some common techniques for doing a good job (and creating a good impression):

**Tip 1: Ask questions.** Do not leave the assigning attorney's office until you understand the information given. Repeat the information back to him or her to confirm your understanding of the task. If relevant, ask about client charges and the ability to use Lexis or Westlaw. Do not be afraid to ask for a starting point. Is there a memo to the file, an existing brief, a particular case? What is the end product – letter, memo, brief or something else? How much time should you spend? Determine the deadline, format and length of the assignment. Secretaries can save time with format instruction.

**Tip 2: Anticipate assignments you did not cover (or you avoided) in research classes in school.** Common summer assignments often include compiling legislative histories, regulatory research, fifty state surveys, business research and use of ethics opinions. Take your legal research textbook to use as a tool. Think outside the box. Often non-legal resources are beneficial. Legal assistants can also be your best friend for suggestions such as where to obtain forms or for filing guidelines. Firm librarians are also excellent resources.

**Tip 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. Keep a log of what you have consulted. Understand the ultimate goal. Is persuasive authority relevant? Know your time limitations. Be efficient. Consider what, if any, online resources are appropriate.

**Tip 4: Do not reinvent the wheel.** One resource consideration is a document file or memo bank. There is no point in creating something that has already been done. Look at the file. Perhaps all you need to do is update another memo. However, be prudent in using another's work. Ask permission to use the work product of another and spot check to verify the accuracy of the underlying memo. Ask if there is an existing file and then look through it to determine if it already contains helpful materials such as memos, copies of statutes, or cases.

*Continued on page 2*

*Continued from page 1*

- Tip 5: 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 references. Remember, case finders can be a unique and helpful resource.
- Tip 6: Know when to stop.** When you start seeing repeat patterns in your research, stop. If you are not locating the information you seek, take a step back and re-evaluate your approach.
- Tip 7: 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 may not provide adequate coverage. Remember, not everything is online.
- Tip 8: Update your research.** The assigning attorney should not have to ask if you have used a citator to update your research. "Bluebook" the memo as well.
- Tip 9: Prioritize.** You may have more than one assignment at a time. Ask for deadlines and then prioritize your assignments. Build in some time for the unexpected. Is there an interim deadline? Does your supervisor want to review an interim draft prior to the final? Plan accordingly.
- Tip 10: Understand the team approach.** All members of a legal team are important in accomplishing the client's goals. Be respectful of the non-attorney responsibilities. Make the secretaries and legal assistants your allies. Much can be learned from them and they can make your life and success infinitely easier.

### Law at the Movies: *16 Blocks*

Been there; done that. The latest good cop/bad cop movie stars Bruce Willis as a burned-out detective who has two hours to escort a witness (Mos Def) from jail to a grand jury proceeding 16 blocks away. Even in Manhattan, you would think that could be accomplished. The hitch is that this witness is going to squeal on six cops, and not knowing this at the time, Willis is one of the cops.

Willis' only mistake (okay, a big mistake) was making one stop to get some aspirin and a Canadian Club chaser. He leaves the liquor store and sees a gunman ready to kill his witness. Willis was faster on the trigger, kills the assassin, and moves into detective mode to make sure he accomplishes this "race to the courthouse." Willis informs a panicked assistant district attorney that her office has a leak and she responds with a plea to get the witness there before she has to dismiss the grand jury.

The next hour takes Willis and Def in a chase through city streets, alleys, in and out of buildings, up on rooftops, into sub-basement kitchens, and onto a runaway bus with twenty-plus hostages. A faked ambulance ride finally allows them to reach the destination.

Most of this movie was nothing new. However, the writers developed the characters and the relationship between Willis and Def beautifully. Def had a bad case of verbal diarrhea. You wanted to throttle him at first, but by the end of the movie you found him charming. The movie was a good way to waste away a rainy afternoon, or in my case, a reasonable substitute due to a newspaper error for the time for *Capote*. -gfz



### 2006 Summer Project

Good news! The University will continue with the new carpet and painting project in the Law Library this summer. The painting and carpeting companies will be working on the first floor of the Law Library from **Saturday, July 8 through Sunday, August 6, 2006.**

What does this mean for you? **All carrels on the first floor of the Law Library must be emptied of all items!** Law students with carrels on the first floor need to remove all materials from their carrels when they leave for the summer. Students who remain at the law school to study for the bar and to take summer school courses will be assigned a carrel in another location of the Law Library. Deborah Barlett, Law Library Operations Manager, will distribute more detailed information about this later. For those of you who are studying for summer school exams and/or the bar exam, there should be very little noise accompanying the re-carpeting and painting project so your studying should not be adversely affected by the work. Students enrolled in summer school courses will be required to take summer school exams in classrooms, rather than library carrels. After Sunday, August 6 (unless there are delays in the project), returning students will be able to move back into their carrels.

The library staff and the University's Facilities regret the inconvenience, but the summer is the only time when projects like this can be accomplished.

### Carrel Information

Graduating students who are not studying for the Virginia bar and students who are either registered for Fall clinics, swapping carrels, or transferring or visiting away next year must empty their carrels and turn in their key to Deborah Barlett, Law Library Operations Manager, in the Library Administrative Office (L-17).

We ask that all students clean their carrels before leaving for the summer. Personal belongings may be left only in the locked portion of the carrel. **If you have a carrel on the first floor, see instructions above.** Nothing should be left on the carrel surface, the sides, the top or the floor underneath. Housekeeping will clean the carrels during the summer break. The Law Library is not responsible for damage to personal items left in the carrels. We especially request that students check the locked portion of the carrel and remove any leftover food or food wrappers. Your cooperation is greatly appreciated.

If you are not planning to use your carrel next year, please consider forfeiting your carrel and turning in your carrel key to Ms. Barlett. Next year, we have more students enrolled at the Law School than we have individual carrels. There will be students who will be able to use the forfeited carrels.

For any additional information about carrel assignment, please see Deborah Barlett or email her at [dbarlett@richmond.edu](mailto:dbarlett@richmond.edu).

**University of Richmond Law School Library Hours  
Summer 2006**

**Spring Intersession**

Friday, May 12-Saturday, May 20

Friday, May 12	7:30 a.m.-6:00 p.m.
Saturday, May 13	9:30 a.m.-Noon
Sunday, May 14	CLOSED
Mon., May 15-Fri., May 19	7:30 a.m.-6:00 p.m.
Sat., May 20	CLOSED

**Summer Session**

Sunday, May 21-Saturday, July 22

Sunday	10:00 a.m.-10:00 p.m.
Monday-Thursday	7:30 a.m.-10:00 p.m.
Friday	7:30 a.m.-6:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.

Closed:       Monday, May 29  
                  Tuesday, July 4

**Summer Intersession**

Sunday, July 24-Saturday, August 19

Monday-Friday	7:30 a.m.-6:00 p.m.
Saturday & Sunday	CLOSED

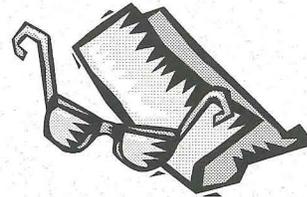
**Exceptions:**

Friday, August 4	7:30 a.m.-Noon
Saturday, August 19	1:00 p.m.-5:00 p.m.

**Extended Hours During Exams**

The Law Library will offer extended hours during the Spring Exam Period from April 28 through May 12. Please take note of these hours.

April 28  
Friday, 7:30 a.m.-Midnight  
April 29  
Saturday, 9:00 a.m.-Midnight  
April 30-May 5  
Sunday, 10:00 a.m.-Friday, Midnight (24 hour access)  
May 6  
Saturday, 9:00 a.m.-Midnight  
May 7-May 12  
Sunday, 10:00 a.m.-Friday, 6:00 p.m. (24 hour access)



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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.