

8-2009

Museletter: August 2009

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Recommended Citation

Corriell, Suzanne, "Museletter: August 2009" (2009). *Museletter*. Book 98.
<http://scholarship.richmond.edu/museletter/98>

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Museletter

THIS ISSUE:

<i>Welcome</i>	1
<i>Food/Drink Policy</i>	3
<i>Access Services</i>	3
<i>Cell Phone Policy</i>	3
<i>Recent Acquisitions</i>	4

**Fall 2009
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

The library and technology staff is excited to be among those who welcome you to the Law School. We look forward to working with you to find the legal and other information resources you need for your studies as well as helping you with your technology needs and questions. The primary goal for us is to make certain that you receive the library and technology assistance that will enable you to successfully complete your classroom and other law school related projects. Do not hesitate to contact us if you have any questions.

Introducing to you the talented group of individuals in the Law Library who will be available to assist you is my pleasure. **Suzanne Corriell** is the Head of Reference and Research Services; she can assist you with legal research and reference questions. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, **Sally Wambold** and **Gail Zwirner**, are also available to help you with reference and research assistance as well as handling their responsibilities in other areas. **Lori Mears**, Public Services Assistant, provides administrative support to the entire reference team. A reference librarian is available at the library's Reference Desk from 9:00 a.m.–7:00 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 also teach in the first year Lawyering Skills program. A tip for you – pay close attention in Legal Research. You'll be happy that you did since what you learn in Legal Research will help you in all your Law School courses and in your practice years after graduation!

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 associates at the desk and provides reference assistance. **W. Lois Brown**, Circulation Library Associate, will help with your circulation and reserve requests and other issues. You will find either a full-time library staff member or a student associate at the Circulation Desk at all hours that the library is open.

Continued on Page 2

Continued from Page 1

The library's Computer and Technology Services staff handles your laptop, software, email, network and other technology questions that you might have. **Paul Birch**, 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, supervises the Computer Help Desk and Law Library Computer Lab operations, troubleshoots hardware and software problems and trains users about various programs used at the Law School. Students with computer expertise assist Ms. Wiseman at the Computer Help Desk. **Alison Harvey**, Network Administrator, manages the Law School's servers and network, including the wireless network. **Carl Hamm**, Multimedia Technician, handles all audio-visual operations and makes certain that classroom data projectors and other equipment are working efficiently and appropriately.

The library's Technical Services Department maintains the collection in an orderly manner, 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 Technical Services Librarian, and you will see her at the library's Reference Desk occasionally. Other Technical Services staff includes **Janette Morgan**, Serials & Acquisitions Manager; **Timothy Edwards**, Collection Management Library Associate; **Kathy Salandro**, Serials/Acquisitions Library Associate; and **Amy O'Connor**, Cataloging Library Associate. **Eric Wetzel** is a part-time Library Assistant who is responsible for filing the many types of supplementation for legal materials. Undergraduate students assist the library staff with some technical services functions.

The Administration 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. In addition to teaching in the first year Lawyering Skills program, Professor Coggins and Professor Janto teach upper level courses – Advanced Legal Research and Professional Responsibility.

If you have any questions, suggestions or recommendations, please contact us. We look forward to working with you.

Enjoy the coming year. Welcome again!

Timothy L. Coggins
Associate Dean for Library and Information Services and Professor of Law

Law Library Food and Drink Policy

The Law Library staff encourages you to enjoy last summer's upgrades to the Law Library, including the reading room tables with comfortable chairs, lamps, carpeting and other improvements. We ask your help in keeping these improvements in good condition. To preserve the improvements in the best condition possible, the Law Library staff will ask you to please adhere to the following guidelines.

Beverages are permitted in approved spill-proof containers only. These containers include the Law Library mug that you received during orientation (or a similar type mug), bottles with caps and commercial paper, plastic or Styrofoam containers with lids. Open cups and cans are not permitted.

Snack-type foods are permitted. Snack-type foods include crackers, chips, pretzels, candy or sandwiches that have no odor. Foods such as pizza, chicken and hamburgers, Subway sandwiches and hot foods are not permitted.

Proper disposal of food and drink litter is essential. Please place these items in appropriate trash cans or recycling bins. If an accident such as a spill does occur, please notify a staff member immediately so that we can get the liquid or stain cleaned.

Thank you for your cooperation.



A Quick Guide to Public Services

Access Services

- Check out books (including reserve items)
- Photocopier problems
- Interlibrary loan requests

Computer Help Desk

- Laptop, software, email and network questions

Multimedia Help Desk

- Audio-visual operations
- Classroom equipment and taping

Reference Desk

- Reference and research assistance
- Lawyering Skills library assignments assistance
- Spading assistance

Cell Phone Policy

Cell phones and pagers may not be used in the Law Library, including stairwells and common areas. All students and patrons should turn off the ring feature on their cellular phones and pagers when entering the library so the noise does not disturb other patrons. If a call is received, it must be taken outside the library.

Please be courteous to your fellow students and library patrons and follow the policy.

Recent Law Library Acquisitions

Need a break from your casebooks? Check out these materials!

The Fine Art of Small Talk: How to Start a Conversation, Keep It Going, Build Networking Skills, and Leave a Positive Impression by Debra Fine. Call number BJ2121 .F5 2005 (third floor).

Debra Fine, a “conversation consultant,” believes that small talk is the key to generating business leads and making contacts. She lists conversation topics and how to use them, in addition to covering such common dilemmas as how to make introductions, how to maneuver into an interesting conversation, save a floundering one and escape a boring one.

The Little White Book of Baseball Law by John H. Minan and Kevin Cole. Call number KF3989 .M563 2009 (second floor).

This short-story format book discusses the game of baseball and the aspects of it that have been shaped by the law. It discusses cases involving stadium construction, memorabilia ownership, media contracts, injured spectators, free agency, and more.

What Every Law Student Really Needs to Know: An Introduction to the Study of Law by Tracey E. George and Suzanna Sherry. Call number KF283 .G46 2009 (second floor).

This book aims to prepare students to get through their first year of law school. It includes a review of basic legal concepts, including a primer on American history and legal philosophy, vocabulary terms, civics and essential first-year substantive law. It also examines the goals of a legal education, including the duties and responsibilities of being a lawyer.

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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.