

8-2012

## e-Museletter: August 2012

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An introduction to the Law Library's policies, hours, staff, and resources.



## e-Museletter

University of Richmond School of Law · William Taylor Muse Law Library  
Volume 27, Issue 1 · August 2012

Welcome to the first issue of the electronic edition of the Museletter. The Law Library will be sending these messages on a monthly basis to keep you updated on resources, news, and events. We hope that you find it informative.

## Welcome New and Returning Students

Welcome to the Law Library. The library and technology staff is excited to help you with your information, research, and technology needs and questions. We also are happy to provide you with a pleasing and comfortable place to research and study. Do not hesitate to contact us if you have any questions and suggestions.

To maintain the Law Library in the best condition possible and to create an atmosphere conducive for studying and research, the Law Library staff asks you to follow certain policies about the use of cell phones and pagers and about food and drink in the Law Library. Those policies are listed below.

Enjoy the coming year. Welcome again!



## Law Library Policies

To keep the Law Library in the best condition possible and as quiet as possible, the Law Library staff asks you to adhere to the following guidelines.

- Please use spill-proof containers for



## Library Hours Fall 2012

Sunday

**your beverages.** 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 permitted, but please use care to prevent spills.

- **Snack-type foods are permitted; other foods should be consumed in the DownUnder, the Law School Commons, or another location outside the Law Library.** 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 in the Law Library.
- **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, notify a staff member immediately so that we can get the liquid or stain cleaned.
- **Cell phones and pagers may not be used in the Law Library**, including stairwells and common areas. All students and other users should turn off the ring feature on their cell phones and pagers when entering the library so the noise does not disturb other users. If a call is received, please take the call outside the library.

Please be courteous to your fellow students and library users and follow these policies. Thank you for your cooperation.



## Helpful Links

10 a.m.-Midnight

**Monday-Thursday**

7:30 a.m.-Midnight

**Friday**

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

**Saturday**

9 a.m.-9 p.m.



## Football Schedule

Five home football games will affect School of Law parking. The schedule (subject to change) is as follows:

- Sept. 8 at 6 p.m. (vs. Gardner-Webb)
- Sept. 29 at 3:30 p.m. (vs. Old Dominion)
- Oct. 20 at 3:30 p.m. (vs. James Madison)
- Nov. 3 at 6 p.m. (vs. Rhode Island)
- Nov. 10 at 3:30 p.m. (vs. Delaware)

If you plan to use the Law Library on game days, you should arrive early on game days to get a nearby parking space. The University permits football fans to arrive as much as four hours prior to kick-off time for tailgating, and those fans are invited to park in parking lots close to the stadium. Consult the [stadium website](#) for more information about schedules and parking.

[Library Catalog](#)

[Exam File](#)

[Reserve a Study Room](#)

[Contact Us](#)

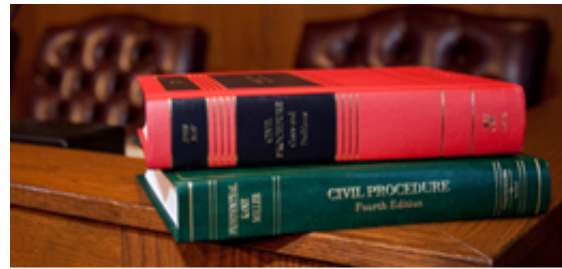


## An Introduction to Law Library Staff

**Suzanne Corriell** is the Head of Reference and Research Services, and **Heather Casey** is the Reference and Research Services Librarian. They can assist you with legal research and reference questions. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, **Amy O'Connor**, **Sally Wambold**, and **Gail Zwirner**, also are available to help with your reference and research questions. A reference librarian is available at the library's Reference Desk from 9 a.m.-7 p.m., Monday-Thursday; 9 a.m.-5 p.m. Friday; and 1 p.m.-5 p.m. on Saturday and Sunday. Most law librarians also teach in the first year Lawyering Skills program.

**Gail Zwirner** is Head of Access Services, and **Alison Hancock** is our Access Services Library Associate. Access Services staff assists you with reserve materials, checking out library materials, photocopier questions, location of materials, and many other related issues. Assisting Ms. Zwirner and Ms. Hancock at the Circulation Desk are many student associates, all of whom are law students.

There are four computer and technology staff members available to help you. **Paul Birch**, Computer Services Librarian, provides technology assistance to faculty who are integrating technology into the classroom and



## Copies of Course Books Available on Reserve

If you forget to bring your course book or just cannot fit one more thing in your backpack, you can check out copies of required texts on reserve for your convenience at the Circulation Desk. These items circulate for four hours to allow enough time for you to get through your class. The student associates at the Circulation Desk can pull the book for you with a call number. To find that information:

- Go to the computer at the side of the Circulation Desk or to <http://librarycat.richmond.edu> and open up the library catalog
- Click on the "Course Reserve" tab
- Select the professor from the drop-down list and click on the "search" button
- You will see a list of books available for the professor for the current semester
- Give the call number of the book to the student assistant for retrieval



## Library Catalog Offers New Interface

The UR Library Catalog has a new search interface when you access it via [library.richmond.edu](http://library.richmond.edu). Users should see several

handles some Law School website duties. **Kimberly Wiseman**, Computer Services Coordinator, troubleshoots hardware and software problems, trains users about various software programs used at the Law School, and oversees the operations of the Computer Help Desk and Law Library Computer Lab. **Alison Harvey**, Network Administrator, manages the Law School's servers and network, including the wireless network. **Carl Hamm**, Multimedia Services Coordinator, handles audio-visual operations, including classroom and Moot Court Room equipment. Student associates help with both computer and multimedia duties.

The Technical Services Department includes five staff members: **Sally Wambold**, Technical Services Librarian; **Amy O'Connor**, Digital Resources Librarian; **Janette Morgan**, Serials & Acquisitions Manager; **Timothy Edwards**, Collection Management Library Associate; **Kathy Salandro**, Serials/Acquisitions Library Associate; and **Tina Dalton**, Cataloging Associate. Technical Services 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, shelving library materials, binding, and loose-leaf filing. Undergraduate students assist with some technical services functions.

The Law Library Administration 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 library operations such as budgets, facilities, and personnel. In addition to teaching in the first year Lawyering Skills program and their administrative responsibilities, Professor Coggins and Professor Janto teach upper level courses – Advanced Legal Research and Professional Responsibility.

improvements, including the ability to narrow search results by format, subject, and date.

If you prefer the current (or classic) library catalog, please note that you can check the box for "Classic Catalog" on the red tab of the library's website. Or you can access the "Classic" library catalog from the Law Library web page at <http://law.richmond.edu/library/databases.html>.

Please use the "Send Feedback" button on the catalog screen to send your thoughts on the new interface. If you need assistance, please call or email the Law Library Reference Desk (804.289.8685 or [lawrefdesk@richmond.edu](mailto:lawrefdesk@richmond.edu)).



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## E-Resource of the Month: Law360

The Muse Law Library has an electronic subscription to [Law360](#) for students, faculty, and staff. Law360 includes articles covering major litigation developments in 20 specialized practice areas as well as developments from state, federal, and international legislatures. Users can also subscribe to daily practice area newsletters.

Articles link to court dockets and key documents; company and firm links direct the user to pages containing major developments involving the organization. The "Track Law Firms and Companies" tool allows the user to search or browse by law firm or company. Additional information includes job searching, career news and current information on the legal industry.

Law360 can be accessed on-campus or off-campus via VPN. Please contact the Reference Desk with any additional questions about this database.

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