

8-2013

## e-Museletter: August 2013

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## e-Museletter

University of Richmond School of Law  
William Taylor Muse Law Library  
Volume 28, Issue 1 · August 2013

Welcome to the first issue of the e-Museletter for the academic year. The Law Library will be sending these messages on a regular basis to keep you updated on resources, news, and events. We hope that you find it informative.

## Welcome New and Returning Students

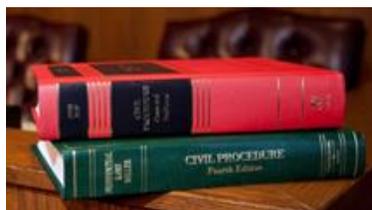
The library and technology staff welcomes you and is excited to help you with your information, research, and technology needs and questions. We also are happy to provide you with a pleasing and comfortable place to research and study. Do not hesitate to contact us if you have any questions and suggestions. [Meet the talented group of individuals in the Law Library who are available to assist you.](#)

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. [View our library policies.](#)

Enjoy the coming year. Welcome again!

## 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.



## Fall 2013 Regular Library Hours

Sunday  
9 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.

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[Library Catalog](#)

[Exam File](#)

[Reserve a Study Room](#)

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The student associates at the Circulation Desk can retrieve 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 course from the drop-down list (courses with multiple sections are listed as “LAW: COURSE – PROFESSOR”) and click on the “search” button;
- You will see a list of books available for the course for the current semester;
- Give the call number of the book to the student assistant for retrieval.

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## 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 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, 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 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 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 quiet.** Quiet voices may be used in the front area of the library (at the front tables and the service desks), but users should be silent after passing through the glass doors, including in all carrel areas.

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

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PRACTISING LAW INSTITUTE  
**DISCOVER PLUS**

## E-Resource of the Month: PLI Discover Plus

Take a look at the Law Library’s electronic subscription to [PLI Discover Plus](#) for students, faculty, and staff. PLI Discover Plus provides electronic access to all Practising Law Institute published content, including the treatises, course handbooks, answer books, legal forms, and program transcripts. Searching is easy, downloading is available, printing is allowed, and you can share information with others in our subscription. PLI Discover Plus can be accessed on-campus or off-campus via VPN. Please contact the Reference Desk with any additional questions about this database (x8685; [lawrefdesk@richmond.edu](mailto:lawrefdesk@richmond.edu)).



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## New OneSearch Discovery Layer

You can now access a new discovery layer, [OneSearch](#), to help you with your research. In addition to library holdings, results may include newspaper and journal articles from a variety of databases, such as HeinOnline



## An Introduction to the Law Library Staff

**Suzanne Corriell** is the Associate Director for Reference, Research, and Instructional Services; **Alexis Fetzer** is the Reference and Research Services Librarian; and **Andrew Winston** is the Research and Instructional Services Librarian. They can assist you with legal research and reference questions. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, **Amy O'Connor**, 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 1–5 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 advises and assists faculty with their course Blackboard pages, and works closely with student organizations on their websites and with faculty, students, and staff on various types of surveys. **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 and multimedia 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: **Mei Kiu Lo**, Catalog & Systems 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 **Laura Buell**, 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.

and LegalTrac. Running a general keyword search using OneSearch will typically return a longer list of results than you would receive from the regular catalog due to the discovery layer; however, you can refine your search results with the choices available on the left hand side of the search page. If you need assistance, please call or email the Law Library Reference Desk (x8685; [lawrefdesk@richmond.edu](mailto:lawrefdesk@richmond.edu)).



## Are You Ready for Some Football?!?

Ready! Set! Hike! Six home football games will affect Law School parking. The schedule (subject to change) is as follows:

- August 31 (vs. VMI): 6 p.m.
- September 21 (vs. Liberty): 6 p.m.
- September 28 (vs. Maine): 4 p.m.
- October 26 (vs. Towson): Noon
- November 2 (vs. Albany): 4 p.m.
- November 23 (vs. William & Mary): 4 p.m.

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

The Law Library Administration consists of **Timothy L. Coggins**, Associate Dean for Library and Information Services & Professor of Law; **Joyce Manna Janto**, Deputy Director; **Suzanne Corriell**, Associate 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, Professors Coggins, Janto, and Corriell teach upperlevel courses: Advanced Legal Research, Professional Responsibility, and Public Policy Research & Drafting.

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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.