

12-2013

## e-Museletter: December 2013

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## e-Museletter

University of Richmond School of Law  
William Taylor Muse Law Library  
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### Quiet, Please!

As we approach final exams, we would like to remind you of some guidelines regarding talking in the Law Library.

You may have quiet conversations in the front part of the Law Library where the Circulation, Reference, and Computer Help desks are located. Conversations in this area should be conducted in a lower, quieter tone of voice than what you would use outside the library.

After passing through the doors by the Reference Desk, you then enter quiet zones. Students studying at the tables near the first floor rest rooms expect that area to be quiet. The carrel areas (after you pass the doors by the main stairwell) are total quiet zones. Also, please do not hold conversations by the main stairwell since talking there disturbs students on both the main and second floors.

If you need to study with other students, please remember that there are study rooms in the basement of the library where you can have conversations with other students.

Your fellow students appreciate very much having a quiet Law Library where they can study and research without interruptions.

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### Exam Reminders

If you are required to use Exam4 to take your exams, please download the software and take a practice exam. If your computer has any problems running the software, visit the Computer Help Desk immediately. When taking the practice exam, pay particular attention to the multiple choice answer sheet, as you may be required to use it during exams. Also, make sure you insert an answer separator between each written exam answer. Some professors will have a word count limit per question – click the box to show your word count, which will give you real-time data on how much you have written.



## Fall 2013 Staffed 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.

Law students only have 24-hour access through December 20.

The Law Library will be closed December 21–22, 24–January 1. It will be open 7:30 a.m.–6 p.m. on December 23.

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[Library Catalog](#)

[Exam File](#)

[Reserve a Study Room](#)

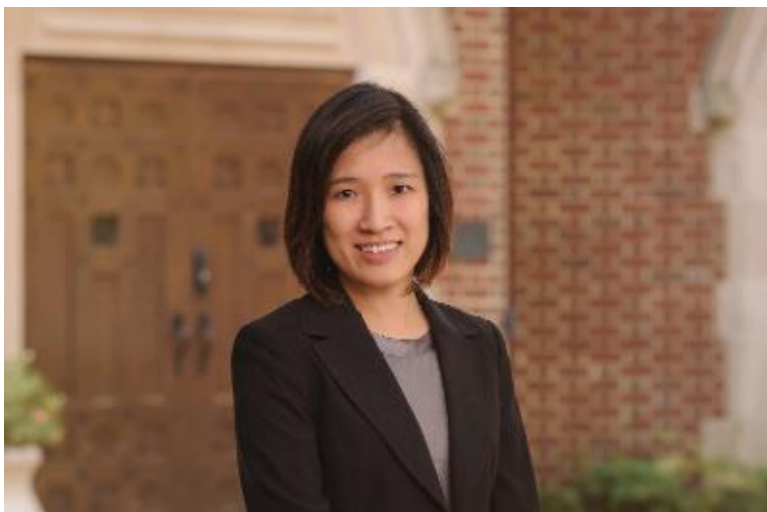
There will be open Exam4 training sessions on the following days. Feel free to attend:

- Wednesday, December 4 at noon in room 205
- Thursday, December 5 at noon in room L-30
- Friday, December 6 at noon in room 205

**If you are using other word processing software (Word, etc.) to take your final exams**, make sure you do the following:

1. Turn ON autosave.
2. Change the autosave setting to every two minutes (the default setting is ten minutes – you'll be amazed at how much you can type in ten minutes!).
3. NAME YOUR DOCUMENT as soon as you open your word processor.
4. For safety's sake, save the document often to an online location (netfiles, Dropbox, Google Drive, etc.).

**More exams are lost due to the file not being named than any other reason.** If you have any questions or concerns, please stop by the Computer Help Desk. Good luck on exams!



## Featured Law Librarian

Mei Kiu Lo is the Law Library's Catalog/Systems Librarian. She manages cataloging operations and serves as the Law Library integrated library systems administrator. Ms. Lo was most recently the State and Federal Publications Cataloger at the Library of Virginia, and she received her library degrees from University of North Carolina at Chapel Hill and State University of New York at Buffalo.

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## New Displays

When you need a study break, check out the library's displays on "Social Media and the Law" and "Shakespeare and the Law." If you're interested in learning more or checking out any of the materials, please see a reference librarian.

## Suggestions Welcome

Did you know that the Law Library has a suggestion box? The box is currently located at the Circulation Desk. We welcome your feedback on Law Library resources, policies, and procedures. If you have suggestions for acquisitions or improvements, or you'd like to give feedback on library service, please fill out a suggestion form