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## e-Museletter: April 2015 -- Graduate Edition

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# e-Museletter: Graduate Edition

University of Richmond School of Law

William Taylor Muse Law Library

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## Congratulations 3Ls - News From the Law Library

The Law Library staff congratulates you on your upcoming graduation. We wish you the very best on the bar examination and in the future! Listed below are the answers to a few questions that we get each year from graduating students.

Important Note for Summer 2015: There will be construction for a second classroom on the first floor of the Law Library this summer. The project will begin Monday, May 11 and continue until mid-to-late July, starting with the moving of some books and shelving on the first floor to create space for the classroom on Monday, May 11. If you have a carrel on the first floor and believe that you will be distracted by the noise, please see Mrs. Deborah Barlett, Law Library Operations Manager, in room L-17 about possible options for moving to another floor of the Law Library.

### How long can I retain the use of my library carrel?

- May 2015 Graduates Studying Here for the Bar: You may continue to use your current library carrel. If you continue to use your carrel and the Law Library up to the bar examination, please clear out your carrel and return the key to Mrs. Barlett in room L-17, Law Library, prior to leaving for the bar exam. If this is not possible, you must empty your carrel and turn in the key no later than 5:00 p.m. on Friday, July 31.
- May 2015 Graduates Not Remaining in Richmond: If you are not using your carrel following Spring exams, please empty the carrel and return the key to Mrs.

Barlett as soon as possible after completion of exams or after graduation.

- Questions: Contact Mrs. Barlett at 804-289-8225 or via email at [dbarlett@richmond.edu](mailto:dbarlett@richmond.edu).

### When will my University network account be deactivated?

- Network Account—Available Until August 1: Your University network account, which provides access to the wireless network, VPN, netfiles, network printers, etc., will be active until August 1. This deadline, set by the University for all graduating University of Richmond students, is non-negotiable.
- Richmond Email Address: Your University email address is yours for life. If you do not plan to continue to use your University email address, you should forward it to the address that you plan to use to receive timely notice of alumni activities, as well as networking and CLE events. After your network account is deactivated, you will be able to update your email address, mailing address, and other information in UROnline at <http://www.uronline.net>.
- Netfiles & Box Data: Any data that you currently have in your netfiles & Box folders will be deleted as of August 1. You should move this data to your computer, to another storage device (jump drive, external hard drive, Google Drive, etc.), or to another online storage service, such as DropBox. Alison Harvey, Network Administrator (804-287-6403; [aharvey@richmond.edu](mailto:aharvey@richmond.edu); room L-9, Law Library), will send several reminder email messages prior to the August 1 deadline.
- Other Information: For more information on Google Applications, visit <http://is.richmond.edu/helpdesk/google-how-tos.html>. For more information on using DropBox, visit the Technology Tidbits page at <http://blog.richmond.edu/technologytidbits> and select the “DropBox” link under the “Categories” listing on the right side of the page. You can obtain more information on Account Expirations by going to <http://is.richmond.edu/accounts-passwords/about/expire.html>.

### What are the library hours during the summer session and after the summer session ends?

- Summer Session Hours: Sunday, May 17—Sunday, July 26:
  - Monday-Thursday, 7:30 am—10:00 pm;
  - Friday, 7:30 am—6:00 pm;
  - Saturday, 9:00 am—5:00 pm;
  - Sunday, 9:00 am—10:00 pm.
- Intersession Hours: Monday, July 27—Sunday, August 16:
  - Monday—Friday, 7:30 am—6:00 pm;

- Saturday & Sunday, closed.
- Closed for Holidays:
  - Monday, May 25—closed for Memorial Day;
  - Friday & Saturday, July 3-4—closed for Independence Day.
- Other: Friday, August 7—the library hours are abbreviated—7:30 am—noon (the entire University is closed that Friday afternoon for University systems maintenance.
- Questions: If you have questions about library hours, contact Ashley McCarty, Library Associate—Access Services (804-287-6334; [ashley.mccarty@richmond.edu](mailto:ashley.mccarty@richmond.edu); Circulation Desk. Copies of the hours are available at the Circulation Desk.

Can I continue to use the Law Library collection when I'm working as an attorney in the Richmond area?

Certainly. The following services are available to you:

- Use of the Collection: Register for a borrower's card at the Law Library Circulation Desk, and you will be able to check out circulating items in the collection. You will be asked to provide your bar membership card (or other ID until you are admitted) and contact information, including an e-mail address, when you register.
- Other Services:
  1. Guest login for the campus network;
  2. use of the Westlaw and public computers to access databases;
  3. reference and research assistance at the Reference Desk.

How about my LexisNexis, Westlaw, and Bloomberg Law accounts?

Please review the information below about the use of your Lexis Advance, Westlaw Next, and Bloomberg Law accounts after graduation.

- Westlaw Next: Graduating students who need Westlaw Next access to prepare for the bar examination can extend their Westlaw password for 60 hours per month through November 2015. Follow this link: <https://lawschool.westlaw.com/registration/gradelite.aspx>. In order to take advantage of this extension, you must update your registration at <http://lawschool.westlaw.com/registration/summerextension.asp>.
- Lexis Advance: Graduating students can register for a Graduate Program ID that will extend access through December 31, 2015. Otherwise your ID will expire July 31, 2015. Visit [lexisnexis.com/grad-access](http://lexisnexis.com/grad-access).
- Bloomberg Law: May 2015 graduating students retain access to Bloomberg Law until the end of December 2015.
- Questions: If you have questions about your Lexis Advance, Westlaw Next, and

Bloomberg accounts, contact Joyce Manna Janto, Deputy Director of the Law Library (804-289-8223; [jjanto@richmond.edu](mailto:jjanto@richmond.edu); room L-15 of the Law Library).



### Congratulations and Best Wishes!

Congratulations on your upcoming graduation and good luck on the bar exam! Don't hesitate to contact any member of the Law Library and Technology staff if we can assist you in any way.

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