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Museletter: August 2002

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Museletter

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WELCOME NEW AND RETURNING STUDENTS

The library and technology staff and I welcome all new and returning law students to the Muse Law Library. We are excited about the coming year and the opportunities to assist you with your legal research and computer needs and questions. Our goal is make certain that you receive the assistance in the library and technology areas to help you complete successfully your classroom and other law school related projects. Do not hesitate to contact us if you have any questions.



Before I introduce you to the staff, let me mention several new developments from this summer.

- **Electronic Reserves:** The library has implemented the electronic reserves component of its Voyager online catalog system. This means that now professors can ask that the library place articles on electronic reserve either as a hyperlink to an article accessible on the internet, Lexis or Westlaw, or as a scanned electronic document. Students can access and print these articles directly from the library's online public access catalog after logging in as an authorized user. Students no longer have to wait for the next available copy at the circulation desk as in the past. For more information on electronic reserves, see the accompanying article in this *Museletter*.
- **Wireless Network Access:** A wireless transceiver was installed last year near the front of the library. The wireless transceiver allows you to connect and remain connected to the network wirelessly from the Law School atrium to the main stairwell in the library. In fact, access through the wireless transceivers installed in the Moot Court Room last year, combined with access through the transceiver in the library, allows you to remain connected to the network from outside classrooms 101 & 102 to the main stairwell in the library, as well as the plaza at the entrance to the Law School. Electrical outlets under the three tables between the Reference Desk and the Merhige Special Collections Room were added this summer. 1L option one computers have a wireless card installed; other students need to borrow a wireless card from the Circulation Desk and make certain that the card is ready to be accepted by your computer.
- **Law School Web Site:** When you arrive or shortly thereafter, you will see a new front page for the Law School website. The Law School has been working this summer with a website designer to modernize and update the law school's first web page. Take a look at the new page and let us know what you think. During

Fall 2002 Regular Library Hours

Sunday
10:00 a.m. - Midnight
Mon.-Thurs.
7:30 a.m. - Midnight
Friday
7:30 a.m. - 9:00 p.m.
Saturday
9:00 a.m. - 9:00 p.m.

Fall Break (Oct. 11-15)

Friday Oct. 11
7:30 a.m.-10:00 p.m.
Sat & Sun. Oct. 12-13
8:30 a.m.-7:00 p.m.
Monday Oct. 14
7:30 a.m.-6:00 p.m.
Tuesday Oct. 15
Resume regular hours

subsequent months the rest of the pages of the web site will be updated and incorporate features from the new design.

Staff

Very soon in your law school career you will need help with research and technology. The library's Reference/Research Services Librarians, **Gail Zwirner** and **John Barden**, are available to help you with both traditional and electronic legal research. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, **Sally Wambold**, and **James Wirrell**, assist with reference and research assistance as well and handle other responsibilities, including teaching in the first year Lawyering Skills program

The Circulation Desk staff will help you with reserve materials, checking out library materials, photocopier questions, location of materials, and other related issues. **James Wirrell** is the library's Circulation/Reference Services Librarian. He oversees the operations of the Circulation Desk, supervises the student assistants at the desk, provides reference assistance, and teaches in the first year Lawyering Skills program. **W. Lois Brown** and **Kathy Sagan-Salandro**, Circulation Library Assistants, can assist you with circulation, reserve, and other issues. Kathy is available during the day, while Lois is available to assist you during evening hours. **Paul Birch** is the library's Computer Services Librarian. He works at the Reference Desk and provides technology assistance to faculty who are integrating technology into the classroom. **Kimberly Wiseman**, Computer Services Assistant, is responsible for training and supervision of the Computer Help Desk operations. She also troubleshoots hardware and software problems, solves many problems herself, but refers other problems to Paul and others. **Alison Merner**, the library's Network Administrator, manages the Law School's servers and network. Law and undergraduate students staff the Computer Help Desk. They, along with the permanent staff, are happy to help you with software and hardware questions and/or problems.

The library's Technical Services division organizes the collection to guarantee that you can find what you need for your courses and research. The staff orders library materials, catalogs and classifies the new materials, and handles many other related duties, including the distribution of newspapers and magazines, the shelving of library materials, binding, and looseleaf filing. Technical Services staff includes **Sally Wambold**, Technical Services Librarian; **Janette Alsworth** and **Timothy Edwards**, Library Associates; **Amanda Surovy** and **Bob Weertman**, Library Assistants. **John Bric** and **Scott Kay**, part-time Library Assistants, are responsible for filing and stack maintenance. Staff at the Circulation and Reference Desks will direct you to the offices of Technical Services personnel.

Administrative staff of the library are **Timothy L. Coggins**, Director & Associate Professor of Law, **Joyce Manna Janto**, Deputy Director, and **Deborah Barlett**, Operations Manager. Tim directs and teaches in the first year Lawyering Skills program. Joyce also teaches in the Lawyering Skills program and teaches Professional Responsibility during summer school. Deborah is responsible for overseeing the maintenance of the library and assigning library carrels. If you have questions and/or issues associated with your carrel, please see her.

If you have any questions about library policies, including hours, operations, and laptop requirements, or any suggestions and recommendations, do not hesitate to contact any of us.

Enjoy the coming year. Welcome again!

Timothy L. Coggins
Director & Associate Professor of Law

ELECTRONIC RESERVES—COMING TO A COMPUTER NEAR YOU!

In years past, professors who wanted students to read an article for class would place a few copies on reserve in the library and students would have to wait in line at the circulation desk until a copy of the article came available.

This past summer, the law library implemented the "Electronic Reserves" component of its new Voyager computer system. This system seeks to make articles available to students electronically. If the article is available on the internet or on Lexis or Westlaw, the library can create a hyperlink to it. Otherwise, the article can be scanned into PDF format and be made accessible electronically.

Students access electronic reserves from the library's online catalog which can be found at any of the law library's Online Public Access Catalog terminals or at <http://library.richmond.edu/>. Once at the main search screen, the "Course Reserve" tab should be selected. This will allow students to search for courses by course name or instructor. If the student selects their professor's name only, then all reserve items for that professor will be shown. If the student selects the course name, then all reserve items for that course will come up. Both electronic items and print items will be retrieved. The student then clicks on those items they are interested in and the catalog will tell them if they need to go to the circulation desk or if the item is available electronically.

If the item is available electronically, the student will need to log-in to the system as an authorized user before being permitted to access any electronic reserve item. If the hyperlink is to Lexis or Westlaw, the student would also have to sign in to that service as required.

Library Policy Reminder



Drinks: Please use spill resistant containers in the library. Pull tops, screw tops, covered containers from commercial vendors are considered acceptable. People using open cans or glasses will be asked to take them out of the library. Thanks for your consideration.



Cell phones: So you don't disturb people trying to study, please turn off the ringer on cell phones, and take any calls received outside the library. Thank you.

Library Fines—A Reminder!

Remember the library's fine structure and avoid incurring unnecessary charges. Fines for overdue books will now be 50 cents per day. Reserve items will be fined at a rate of 50 cents per hour, with a maximum fine of \$25.00. The library normally sends courtesy notices about books coming due and overdue notices for items recently overdue, however, it is every patron's responsibility to return materials on time.



Muse Library Facts

In 1994 the Law School was the first in the North America to require incoming students to own a laptop computer.

By 1995, all student carrels in the Law Library were wired to allow access to the law school network.

“My Account” on Voyager - Manage Your Library Account Online

Students, staff and faculty don't have to wait till they come to the library to learn more about their library account or to renew books. They can access their library account online from any computer that is connected to the internet.

From “My Account” on Voyager, you can see what books you have charged, see what fines you owe, and renew items.

Here's how to do it:

1. Go to <http://library.richmond.edu>. This is the main page for the library's Voyager system.
2. Select “My Account” from the top toolbar.
3. Type in your Social Security Number and Last Name in the boxes provided and click “log in”. This takes you to your personal page and includes several important pieces of information.

The information available to you is:

Personal Information - your permanent address and telephone number as listed in the system.

Charged Items - items charged to your account including when they are due and if they have been previously renewed. You will be able to **renew** any of your charged items by checking the box next to that item and then clicking on “Renew Items”. Note that items that have already been renewed once may not be renewed again.

Request Information - information on any holds you may have placed.

Fines and Fees - your current fines and fees.

If any of the information on your “My Account” page is incorrect or if you need further assistance, please come by the Circulation Desk.

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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.

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