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Museletter: November 2002

James Wirrell
University of Richmond

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Museletter

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LET'S GET TECHNICAL: MEET THE TECHNICAL SERVICES STAFF

BY JAMES WIRRELL

Ever wonder what actually goes on behind the door marked "Technical Services Staff Only" that is by the library elevator on the first floor? Well, the Technical Services area is where all of the library's processing (ordering and bill paying), cataloging (assigning newly arrived library materials a call number based on subject matter), bindery work (book repair and sending out of library materials to have them bound for future usage) and supplementation (updating of the library's looseleaf services and other resources with pocket parts) takes place.



You may not see this diverse lot of staff members but what they do is essential to the functioning of the library. **Sally Wambold** is the Technical Services Librarian and head cataloger. She supervises cataloging in addition to working regular shifts at the Reference Desk. Sally is active in the American Association of Law Libraries, the Virginia Association of Law Libraries and the Southeastern Chapter of the American Association of Law Libraries. She has a Bachelor of Arts degree from Old Dominion University and a Masters in Library Science from UNC-Chapel Hill. When not in the library, Sally devotes a great deal of her time to caring for her three cats and keeping them out of mischief. She also enjoys trying out new vegetarian recipes and corresponding with friends.

Bob Weertman is the library's full-time cataloger. He is responsible for cataloging new library materials as they arrive and the labeling of all materials with call numbers before they are sent to the library stacks. Bob is an avid walker in his spare time and can often be seen walking around campus early each morning.

Janette Alsworth is the Acquisitions Associate. She orders and processes all new library resources and supervises the receiving and processing of serials. Janette has a great love of cooking and trying new recipes. She is also a developing wine expert who enjoys touring vineyards and wineries in addition to trying different kinds of wine.

Amanda Surovy is the library's processing assistant. She works on items for the bindery and processes the extraordinary amount of mail that the library receives each day. Originally from Connecticut, Amanda is hoping to begin classes for a Masters in Library Science degree once she feels settled in Richmond. In her spare time, Amanda enjoys reading, hiking watching hockey and playing with her two cats.

(Continued on page 2)

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.

Thanksgiving (Nov. 26-30)

Tues. & Wed., Nov. 26-7
7:30 a.m.-6:00 p.m.
Thursday, Nov. 28
Closed
Friday, Nov. 29
1:00 p.m.-6:00 p.m.
Saturday, Nov. 30
9:00 a.m.- 9:00 p.m.
Sunday, Dec. 1
Start Exam Hours

See page 2 for Exam Hours

Exam Hours

Effective Sunday, December 1 through Thursday, December 12

Sunday

10:00 a.m.—1:00 a.m.

Monday thru Thursday

7:00 a.m.—1:00 a.m.

Friday

7:00 a.m.—12:00 midnight

Saturday

9:00 a.m.—12:00 midnight

Note the earlier 7:00 a.m. opening time on weekdays and the later opening times each day.

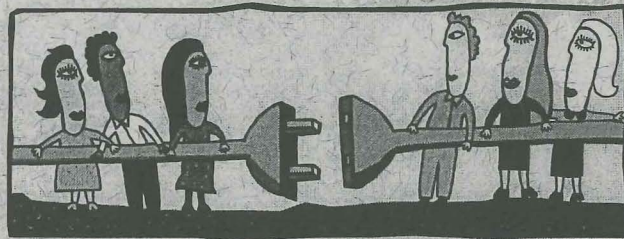
Technically Speaking...
(Continued from page 1)

Tim Edwards is the library's collection manager in addition to overseeing library supplementation. He supervises two part-time supplementation assistants and also student assistants. Tim is an avid sports fan. He enjoys learning more about wine and is especially proud of the fine wines now coming out of his hometown region of Walla Walla in Washington state.

John Bric and **Scott Kay** are the library's two part-time supplementation employees. The part-timers' responsibilities include doing all the library's supplementation (looseleaf filing, pocket parts, microfiche and microfilm, periodicals and newspapers) as it arrives.

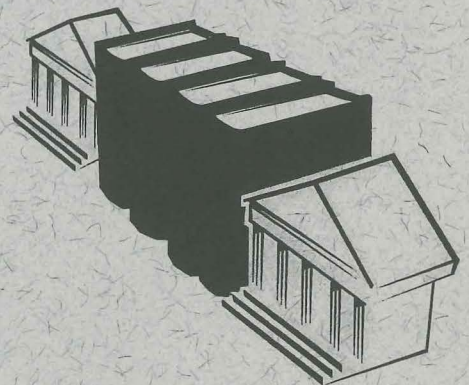
John Bric is an avid book collector and military history buff. He is proud to own what he believes to be the only Ugandan camouflage jacket in Virginia. John is also proud of his unique "Grape Nuts" pudding recipe.

Scott Kay is currently working on his graduate degree in American History from VCU. In his spare time he enjoys sports, music and reading.



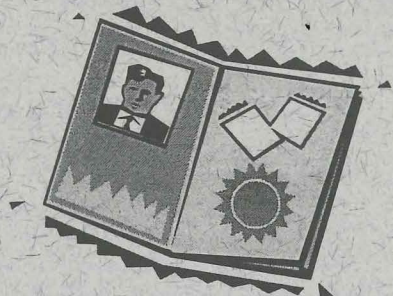
Website of the Month: Virginia General Assembly's Legislative Information System (<http://leg1.state.va.us/lis.htm>)

This site is brought to you by the Virginia General Assembly and allows the user to track activity in the current and past legislative sessions and to search databases of the Virginia Code, Administrative Code, Supreme Court Rules and house and senate documents. Users can search the Code and Administrative Code via a keyword search or via their tables of contents. One can also search the Virginia Code for statutes by their popular name.



The house and senate documents section of the site has made it much easier for users to research recent legislative history. After locating a document on the chosen subject, users can now read a PDF version of the document online. For older documents, users can see the list of document titles and locate the print document in the *House and Senate Documents* set in the state rolling stacks section in the library basement.

ID Please: Restricted Access to the Law Library During Exam Period Evenings For Certain Users Will Begin Again



In years past, law students have complained about the noise in the Law Library caused by non-law school users, especially during the examination period. Last year, the library staff discussed solutions to this issue with the Law School administration, the SBA, the faculty "Library and Technology" committee, and the student "Library" committee. The agreed upon solution was to restrict access to the Law Library during the examination period to law students and selected other groups of users only. The SBA leaders and other students felt that this idea worked well during its initial test last Spring.

As a result, this policy will once again be implemented this Fall. The Law Library will be closed to outside users from 5:00 p.m until closing during the exam period from Sunday, December 1 through Thursday, December 12. The library will set up a check station near the Circulation desk of the Law Library and has hired students to check the ID of every person who enters the Law Library. Only the following users will be allowed into the Law Library: law students, faculty, staff and their family members; University of Richmond students, faculty and staff; alumni of the Law School; and lawyers with a valid bar card.

The library does not anticipate that this policy will cause any inconvenience for students. However, students' patience and cooperation are requested when this new policy begins. Students should not be offended if asked for an ID. Although Richmond is a small law school, the law students at the check station will not recognize everyone and may have to ask for an ID.

The primary goal of this change is to provide a quieter study place for law students. Student cooperation in making the implementation of this policy effective and easy is greatly appreciated.

"New Books" Function on Library Catalog

Log on to the University of Richmond Library catalog at <http://library.richmond.edu>. Click on the "New Books" tab. Select the span of time, specify your selected library and choose how you want your results sorted and you can get a listing of all of the recently added materials.

Did you notice the Law School's new look website yet?

Check it out at <http://law.richmond.edu>

Lexis and Westlaw Updates

Lexis

Although the election is over, you may be curious to know about some of the winning candidates (or in the case of Louisiana, the run-off candidates). You can find this information and more on Lexis. After signing on to Lexis follow the path: Legal > Legislation & Politics > U.S. Political Biographies & Directories >. From here Lexis gives you several options. You can choose *The Almanac of American Politics* for a quick summary of the candidate and past election records (looks like sports player statistics!); the *Associated Press Candidate Biographies* for biographical sketches of candidates, incumbents; and *Who's Who in American Politics* for background information about government officials. Users can also learn voting records of re-elected politicians by following the path above and choosing *Members Legislative Profiles*.



Westlaw

In late October, Westlaw introduced its newest function. Now West Reporter images will be available on westlaw.com. West Reporter Images is a new service that provides users with a copy of the West Reporter case, exactly as it appears in the book, in PDF format. Users can choose to download or print the document. The pages break exactly as they break in the books, footnotes appear on the same page as the passage they cite, and type fonts, headnotes, key numbers and other features appear exactly as they appear in the hardbound West Reporter.

Users may access this new service by clicking on the "West Reporter Image (PDF)" link either at the top of the case or bottom of the case they are currently viewing. The "West Reporter Image (PDF)" link will also be in the print dialog screen.

James Wirrell, Editor
Museletter
Law Library, School of Law
University of Richmond
Richmond, VA 23173

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Editor: James Wirrell