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Museletter: August 2003

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Museletter

THIS ISSUE:

<i>Welcome</i>	1-2
<i>Hein Online</i>	3
<i>Drink/Cell Policies</i>	3
<i>Library Rearrangement</i>	4

WELCOME NEW AND RETURNING STUDENTS

The library and technology staff welcome all new and returning law students to the Muse Law Library. We are excited about the coming year and the opportunities we will have to assist you with your legal research and computer needs and questions. Our goal is make certain that you receive 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.



Returning students will notice several changes that have taken place in the library and technology areas over the summer:

- The Law Library has undergone a major reorganization and shift of the collection, described in detail on page 4 of this *Museletter*.
- Changes to E-mail: This year marks the beginning of the phase-out of Pegasus Mail as our supported e-mail program. Pegasus will not be installed on 1L laptops, except for an icon that will link 1L users to the networked notice boards, still our primary means of online group communication. The supported e-mail platform for 1Ls will be the web-based Spidermail (<http://spidermail.richmond.edu>). Upper-class students are welcome to continue using Pegasus Mail, and we will continue to support it. However, the Law Library Computer Help Desk staff will soon begin offering instruction and assistance to students who wish to switch to Spidermail, including the transfer of their accumulated Pegasus mail to Spidermail folders.
- Moot Court Room changes: Technological improvements to the Moot Court Room this summer have made it a high-tech courtroom for the 21st century. A large screen behind the Judge's bench permits wider viewing of videotaped evidence. Additional camera and sound capabilities allow better recording. A new podium enables the practitioner/presenter to incorporate computer and multi-media materials more easily and effectively. The Judge's bench has been outfitted with similar panel controls for use by the judiciary. Future changes are planned that will allow us to keep up with new technological advances.
- Reader/scanner: The Law Library has added a microform reader/scanner to its lineup of technology equipment. This machine enables users to make high-quality scans directly from microfilm and microfiche in the library collection. The scans can be saved to disk or exported to user folders through the Law School network. The

Fall 2003 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. 10-14)

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

new reader/scanner, as well as our first-floor microform reader/printer, have been relocated to the Reference Collection Hallway, adjacent to the microfiche cabinets. The librarians and library staff can provide help on how to use these machines.

Staff

Very soon in your law school career you will need help with research and technology. The library's Reference/Research Services staff, headed by **John Barden**, are available to help you with both traditional and electronic legal research. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto**, and **Sally Wambold**, assist with reference and research assistance as well and handle other responsibilities, including instruction 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. **Gail Zwirner** is head of Access Services. She oversees the operations of the Circulation Desk, supervises the student assistants at the desk, manages interlibrary loan services, 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 loose-leaf filing. Technical Services staff include **Sally Wambold**, Technical Services Librarian; **Janette Alsworth** and **Timothy Edwards**, Library Associates; **Amanda Surovy** and **Bob Weertman**, Library Assistants. **John Bric** and **Tim Pohl**, 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 & 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!

The Librarians and Staff of the
William T. Muse Law Library

LAW REVIEW ADDED TO HEIN ONLINE

The full text of the University of Richmond Law Review through volume 36 (2002) is now available through Hein Online.

Hein Online is a service of W. S. Hein & Co., an experienced vendor of reprints and out-of-print materials to the law library community. The database includes PDF images of dozens of law review and law journal titles, as well as searchable OCR'd (scanned) text. Users can access articles by author or title, by citation, or through full-text searching (but see caveat below). Navigation within an article is as simple as clicking on arrows to go backward or forward or using a pull-down box to advance to any page in the article.

Hein Online usually covers each journal back to the very first volume. University of Richmond Law Review coverage in Hein Online begins in 1958 (when the journal got its start as University of Richmond Law Notes). In contrast, Westlaw began selective coverage of Law Review in 1983 and did not begin full coverage until 1993. Lexis has no coverage prior to 1993/1994. Therefore, Hein Online often proves a valuable resource for locating older journal articles without resorting to print. Furthermore, since Hein Online employs the PDF format, users see an exact image of the printed page, with all notes, charts, graphs, formatting, etc., intact.

For all its pluses, Hein Online is not a comprehensive alternative to Lexis or Westlaw. First of all, the search engine lacks most of the sophisticated boolean and proximity commands familiar to Wexis users, so results are apt to be less precise. Furthermore, the OCR'd text is uncorrected; users who care to browse the OCR'd version will discover a number of scanning errors that may affect search results.

Nevertheless, having Law Review available through Hein Online will be a great benefit to our faculty, students, librarians and library staff, and public patrons. Hein Online is available to all library users through the library kiosk computers (look for the link under "Journal Indexes") and to users who are logged in through the University's network at school or at home. You can establish a quick link by bookmarking <http://heinonline.org/HeinOnline/start.pl>.

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.*

Library Policy Reminder



Drinks: Please use spill resistant containers in the library. Pull tops, screw tops, covered containers from commercial vendors are considered acceptable. Open cans or glasses are strongly discouraged, and users may be asked to remove them from the library. Thanks for your consideration.



Cell phones: As a courtesy to other people trying to study, please turn off the ringer on cell phones, and take any calls received outside the library. Thank you.

“Where’s Waldo’s Treatise on . . . ?”

The Muse Law Library has undergone a wholesale rearrangement over the summer. Approximately 250,000 volumes were shifted to create a more orderly flow of the collection throughout the building and to ease some space crunches. The new Muse Law Library Guides, which are being distributed to all students, indicate the changes that have been made. Until you get used to the new locations, however, here’s a handy guide to head you in the right direction.

Call numbers or description:

A-K — Third Floor

KA-KF — Second Floor (beginning on the elevator side)

KFA-KFZ (current state materials, except for Virginia treatises) — First Floor, Reporter Room

KFV treatises (Virginia treatises) — First Floor, Virginia Collection Alcove

KG-Z — Basement, Journals Room, in rolling shelves

Federal Reporters/Digests — First Floor, Reporter Room, beginning to right of staircase

American Law Reports — First Floor, Reporter Room, following Federal digests

National Reporter System — First Floor, Reporter Room, following ALR

Journals — Basement, Journals Room, beginning at door to main staircase

Superseded Materials — Basement, Elevator Side, in rolling shelves

Virginia Supreme Court Records & Briefs — Basement, Elevator Side, in rolling shelves

Microform materials, for the most part, are located on the same floor as the corresponding print materials.

If you still need help locating materials (“I’m *sure* it used to be right here!”), please contact the Circulation Desk or the Reference Desk.

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