

8-2007

## Museletter: August 2007

John R. Barden  
*University of Richmond*

Follow this and additional works at: <http://scholarship.richmond.edu/museletter>



Part of the [Other Law Commons](#)

---

### Recommended Citation

Barden, John R., "Museletter: August 2007" (2007). *Museletter*. Book 106.  
<http://scholarship.richmond.edu/museletter/106>

This Book is brought to you for free and open access by the Muse Law Library at UR Scholarship Repository. It has been accepted for inclusion in Museletter by an authorized administrator of UR Scholarship Repository. For more information, please contact [scholarshiprepository@richmond.edu](mailto:scholarshiprepository@richmond.edu).

# Museletter

**THIS ISSUE:**

<i>Welcome</i>	1
<i>What You See</i>	3
<i>Remembering</i>	3
<i>Greetings</i>	3
<i>Got Questions?</i>	4

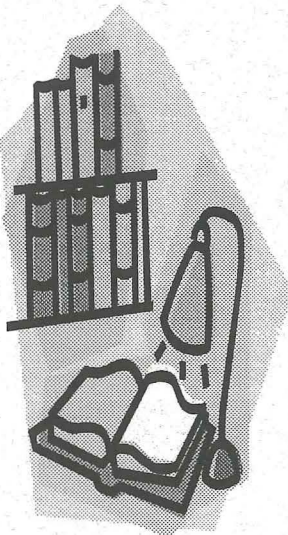
**Fall 2007  
Regular  
Library Hours**

**Sunday**  
10:00 a.m. - Midnight

**Monday - Thursday**  
7:30 a.m. - Midnight

**Friday**  
7:30 a.m. - 9:00 p.m.

**Saturday**  
9:00 a.m. - 9:00 p.m.



**WELCOME NEW AND RETURNING STUDENTS**

By

**Timothy L. Coggins**

The library and technology staff is excited to be among those who welcome you to the Law School. We look forward to working with you to find the legal and other information resources you need for your studies as well as helping you with your technology needs and questions. The primary goal for us is to make certain that you receive the library and technology assistance that will enable you to successfully complete your classroom and other law school related projects. Do not hesitate to contact us if you have any questions.

Introducing to you the talented group of individuals in the Law Library who will be available to assist you is my pleasure. The Law Library's Reference and Research Services Department staff assists you with legal research and reference questions. **John Barden** is the Head of Reference and Research Services, and **Suzanne Corriell** is the Reference and Research Services Librarian. Other librarians, **Paul Birch**, **Timothy Coggins**, **Joyce Manna Janto** and **Gail Zwirner**, are available to help you with reference and research assistance as well as handling their responsibilities in other areas. **Priscilla Greene**, Public Services Assistant, provides clerical and administrative support to the entire reference team. A reference librarian is available at the library's Reference Desk from 9:00 a.m.–9:00 p.m., Monday–Thursday; 9:00 a.m.–5:00 p.m. Friday; and 1:00 p.m.–5:00 p.m. on Saturday and Sunday. Law librarians also teach in the first year Lawyering Skills program. A tip for you -- pay close attention in Legal Research. You'll be happy that you did since what you learn in Legal Research will help you in all your Law School courses and in your practice years after graduation!

The library's Access Services Department staff assists you with reserve materials, checking out library materials, photocopier questions, location of materials and other related issues. **Gail Zwirner**, Head of Access Services, supervises Access Services and the student assistants at the desk and provides reference assistance. **W. Lois Brown**, Circulation Library Associate, will help with your circulation and reserve requests and other issues. You will find either a full-time library staff member or a student assistant at the Circulation Desk at all hours that the library is open.

*Continued on Page 2*



*Continued from Page 1*

The library's Computer and Technology Services staff handles your laptop, software, email, network and other technology questions that you might have. **Paul Birch**, Computer Services Librarian, provides technology assistance to faculty who are integrating technology into the classroom and serves as the Law School's web master. **Kimberly Wiseman**, Computer Services Assistant, supervises the Computer Help Desk and Law Library Computer Lab operations, troubleshoots hardware and software problems and trains users about various programs used at the Law School. Law students with computer expertise assist Ms. Wiseman at the Computer Help Desk. **Alison Harvey**, the library's Network Administrator, manages the Law School's servers and network, including the wireless network. **Carl Hamm**, Multimedia Technician, handles all audio-visual operations and makes certain that classroom data projectors and other equipment are working efficiently and appropriately.

The library's Technical Services Department maintains the collection in an orderly manner, orders library materials, catalogs and classifies new materials, files new materials and other supplementation and handles many other related duties, including the distribution of newspapers and magazines, the shelving of library materials, binding and looseleaf filing. **Sally Wambold** is the Technical Services Librarian, and you're likely to see her at the library's Reference Desk occasionally since she substitutes for other law librarians. Other Technical Services staff includes **Janette Alsworth**, Serials & Acquisitions Manager; **Timothy Edwards**, Collection Management Library Associate; and **Kathy Salandro**, Serials/Acquisitions Library Associate. **John Bric** is a part-time Library Assistant who is responsible for filing the many types of supplementation for legal materials. Undergraduate students assist the library staff with some technical services functions.

The Administration of the Law Library consists of **Timothy L. Coggins**, Associate Dean for Library and Information Services & Professor of Law, **Joyce Manna Janto**, Deputy Director, and **Deborah Barlett**, Law Library Operations Manager. The administrative office staff is responsible for overall library operations, including budgets, facilities, personnel, and coordination with other departments at the Law School and the University. If you have any questions about library policies, do not hesitate to ask. In addition to teaching in the first year Lawyering Skills program, Professor Coggins and Professor Janto teach upper level courses – Advanced Legal Research and Professional Responsibility.

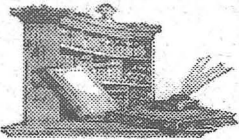
The Student Bar Association works closely with the Law Library staff through a Student Library Advisory Committee. In addition to addressing your questions to library staff members, you should feel free to talk with members of the student committee.

If you have any questions and any suggestions or recommendations, please contact us. We look forward to working with you.

Enjoy the coming year. Welcome again!

Timothy L. Coggins  
Associate Dean for Library and Information Services and Professor of Law





## What You See is Not All You Get!

By Sally Wambold

Technical Services is one of the well-kept secrets of this and many other Law Libraries. We are out of sight, out of mind, but always working to provide students and faculty with the materials they need. Janette Alsworth, the Acquisitions and Serials Manager, orders thousands of books, CDs, DVDs, microfiche—all formats, print and electronic. Janette also manages the bookkeeping and bill paying for all that she orders. Kathy Salandro has moved into Technical Services from Public Services and is now processing the bindery orders and performing serials check-in. Kathy still does Access Reports to help with the maintenance of the Online Public Access Catalog (OPAC). Technical Services is very fortunate to have Kathy be a part of the team. Tim Edwards, the Collection Manager, has probably shifted all the volumes in the library several times in the almost twenty years he has worked here—with help from assistants and students. Further, Tim follows up to be sure the shelves are accurately labeled. He handles withdrawals and ensures that the titles are removed from the catalog. Tim worked in Circulation for a number of years before coming to Technical Services. John Bric, part-time Library Assistant, works with Tim Edwards and shifts books, shelves books, and files loose-leaf services. The eagle eyes of Mr. Bric have discovered call numbers and other stacks maintenance issues that need addressing. Sally Wambold, Technical Services Librarian, catalogs books that do not have cataloging copy, also known as original cataloging. She also works on other projects, including adding electronic titles to the catalog, processing the Law Books Recommended for Libraries microfiche, adding the Tax Management Portfolios to the catalog, and resolving conflicts in the catalog. Sally does reference work as needed. Together with student assistants, Janette, Kathy, Tim, John, and Sally form the Technical Services Team to ensure that your research and studies have the best support possible. We welcome you to this new Academic Year, 2007/2008!

### Greetings from the Law Library's Access Services Department By Gail Zwirner

The Access Services Department's responsibilities include circulation of library materials, including reserve items, answering photocopier questions, directing patrons to the location of library materials and processing interlibrary loan requests. 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. Lois Brown, the full-time Circulation Library Associate, can assist you with circulation and reserve needs. Our student assistants also play a vital role in library access services. We will be recognizing them in a future Museletter article.

### Remembering ....

The Law School and Law Library are saddened by the sudden death on July 31, 2007, of Robert R. Weertman, Cataloging Associate. Bob served for 25 years, first as a circulation assistant, and later behind the scenes in Technical Services. He cataloged many of the thousands of volumes that came into the Law Library each year. His colleagues will miss his pleasant disposition, his faithful attendance, and his contributions to the Law Library's goals.



## GOT QUESTIONS? BRING 'EM ON!

By John R. Barden

Things are always changing around the Law Library, but we're not just talking about new carpet and chairs. The way we access information is changing rapidly: resources that we consulted only in print just a few years ago are now much more easily handled online. Both the Law Library web page and the University Libraries online databases list offer new options for law-related indexes and full-text sources. Do you always know the best place to start to find that crucial but elusive document that you need for a paper or article? (Hint: the answer may not always be Google.)

Here's where your friendly reference librarians come in handy. We are always investigating resources, both new and old, print and online. During this coming year, we will be introducing you to some of these resources, in hopes that you will find the tools that will help you hone your own research skills and locate the answers that you need. But don't wait for us to seek you out—if you have a question about finding a resource, bring it to us early. The quicker we put our heads together to identify the right tool for you, the more time you'll save and the better your paper will be.

Don't be afraid to bring us questions just because you think we might have heard them before. Chances are there will be something about *your* question that makes it unique. Remember that while classes are in session, the Reference Desk is staffed from 9:00 a.m. to 9:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday, and 1:00 p.m. to 5:00 p.m., Saturday and Sunday. All of the reference librarians are eager to help you get the information you need.

John Barden, Editor  
Suzanne Corriell, Co-Editor  
Museletter  
Law Library, School of Law  
University of Richmond  
Richmond, VA 23173

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.