

5-1-2003

## Law Library Briefs

Roger Williams University School of Law Library

Follow this and additional works at: [http://docs.rwu.edu/law\\_lib\\_newsblog](http://docs.rwu.edu/law_lib_newsblog)



Part of the [Law Commons](#)

---

### Recommended Citation

Roger Williams University School of Law Library, "Law Library Briefs" (2003). *Library Newsletters/Blog*. Paper 7.  
[http://docs.rwu.edu/law\\_lib\\_newsblog/7](http://docs.rwu.edu/law_lib_newsblog/7)

This Document is brought to you for free and open access by the Law Library at DOCS@RWU. It has been accepted for inclusion in Library Newsletters/Blog by an authorized administrator of DOCS@RWU. For more information, please contact [mwu@rwu.edu](mailto:mwu@rwu.edu).

# Law Library Briefs

Roger Williams University School of Law Library



No. 6, May, 2003

## Rhode Island State Law Library: Resources and Services

For those of you working in downtown Providence or in the West Bay communities, check out the Rhode Island State Law Library located on 250 Benefit Street. The Library is housed on the 8th floor of the Frank Licht Judicial Complex. The Library is open weekdays and Saturdays. Professional reference assistance is available.

Attorneys and law firms registered with the Library may borrow materials which circulate from the collection. Materials either circulate for five days or four weeks. Materials which circulate for a period of five days subject to recall for court use include practice materials, law reviews, legal encyclopedias, treatises, official state case reporters, *United States Code Service*, and *United States Reports, Lawyers Edition*. Audio and video cassettes on a variety of legal and law-related topics also circulate for five days. For more leisurely reading, there is a loan collection of books on various legal topics of current interest which circulate for four weeks. An online library catalog allows patrons to search the Library's holdings (<http://library.courts.state.ri.us/GLASOPAC>). Interlibrary loan is available to registered attorneys and law firms.

Patrons have access to various materials in electronic format. LexisNexis *Shepard's* and West's KeyCite citator services are available free of charge. Use of Loislaw (<http://www.loislaw.com>) is also free of charge. Also available are CD-ROMs containing federal materials, general practice materials, and state materials for Connecticut, Massachusetts, and Rhode Island. The Library has LegalTrac, the electronic version of *Current Law Index*, and HeinOnline for abstract and full-text access to legal periodicals. Go to <http://www.courts.state.ri.us/library/computerassisted.htm> for a complete listing of web-based subscriptions and CD-ROMs.

For further information about the Library, visit the Library's website at <http://www.courts.state.ri.us/library/defaultlibrary.htm>.



Research Tips from the Experts:

### **Keep It Simple**

When you are conducting legal research, remember to **Keep It Simple**. Legal research is a skill that like any other skill improves with

practice. The basic process is to identify the questions or issues raised and the key terms to use. Use the indexes to sources such as the codes, digests, periodical literature, legal encyclopedias, and *American Law Reports* annotations. If you are researching an area with which you are unfamiliar, use sources such as hornbooks, legal encyclopedias, nutshells, periodical literature, and treatises to obtain background information. Read what the appropriate legislative body, administrative agency, and/or judiciary have to say. Always check those pocket parts or supplementary pamphlets. Last, but not least, do not hesitate to seek the assistance of librarians!

### **Libraries and Librarians**

Whether you will practice law in Rhode Island or in another state, the Law Library staff encourages you to become familiar with the various libraries (academic, public, government or special) in your state and to make the acquaintance of the librarians, who with their knowledge and expertise, can make your legal career easier. If you are fortunate enough to work in a large law firm that has a professional library staff, take the time during your firm orientation to make friends with the librar-

ians. It is advisable that you do not wait until you are in a crisis situation to introduce yourself to the firm librarians as they might not be as sympathetic to you. If you establish a solid professional relationship with the librarians at the beginning of your career with the firm, they will try to perform miracles when locating materials for you.



### Barb's Computer Advice: by Barb Pahlow

#### Resumes!

Did you know that Microsoft Word provides a Professional Resume Template? To get to the template in MS Word XP: Select "File," then "New."

- a. On right side of screen, click on "General Template" link under "New from Template" heading.
- b. Then select the "Other Documents" tab and then click on "Professional Resume."

To get the template to 'behave' when you want to enter multiple degrees in the 'Education' section, follow the instructions below.

1. Open the template using the instructions above.
2. Click on 'Table' and then click on 'Show Gridlines.' Now you can see that the resume is really just a table.
3. Click to the left of the 'Education' row. The entire row should be highlighted.
4. Copy the 'Education' row: press Ctrl+C.
5. Paste the 'Education' row: Click to the left of the 'Interests' row.

The entire row should be highlighted. Press Ctrl+V. A new 'Education' row will be pasted above the 'Interests' row. (\*\* Don't forget: if things don't look quite right, you can always click the Undo button and try it again.\*\*)

6. Highlight the second occurrence of the word 'Education' (in the left column). Press Delete.
7. Fill in your information in the right column. **Hint:** To get a dash of the proper length between the two dates:
  - a. Type the first date.
  - b. Press the hyphen key twice; then type the second date.
  - c. After the second date, press the spacebar and the two hyphens will turn into a dash.
8. Click on 'Table' and then click on 'Hide Gridlines' to see what the resume will look like.

*NOTE: This procedure will also work if you want to add extra lines in any section of the resume, including the 'Work Experience' section.*



#### Loislaw:

Loislaw is a service for legal research providing full-text access to federal and state caselaw, statutes, and administrative regulations. Treatises published by Aspen Law & Business, the parent company of Loislaw, are keyword searchable. One may also view the table of contents of individual treatises. In order to use Loislaw, you must register at the website (<http://www.loislaw.com/lawschool>). At the website's home page, click on "Register" and com-

plete the online registration form. You will need to enter the law school's special access code which can be obtained by contacting a Reference Librarian.



#### Bar Exam Materials:

In addition to the bar review materials available through the Office of the Dean of Students or a commercial bar review course, the Law Library has some study aids which you may find useful. The materials listed are located on Reserve and are for use in the library only.

*BarBri Bar Review: Rhode Island* (KF388 .B371 2000) covers R.I. civil practice specifically and generically: agency, commercial paper, conflict of laws, corporations, creditors' rights, domestic relations, equity, partnerships, secured transactions, trusts, and wills. *BarBri Bar Review: First Year Review* (KF388 .B372 2002) covers civil procedure, constitutional law, contracts, criminal law, property, and torts. *BarBri Bar Review: Upper Level Review* (KF388 .B37 2002) covers constitutional law, criminal procedure, evidence, trusts, and wills. *Compilation of Bar Examination Questions and Answers* (KF303 .I55) is a semiannual publication with essay questions and answers for the states of Alaska, Connecticut, and Michigan. *What Graduates Need to Know to Pass Bar Exams* (KF303 .H37 2002) is a videorecording of a presentation by law school faculty.

Copyright ©2003  
by The Law Library  
Roger Williams University  
Ralph R. Papitto School of Law