

9-1-2004

## Law Library Briefs

Roger Williams University School of Law Library

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### Recommended Citation

Roger Williams University School of Law Library, "Law Library Briefs" (2004). *Library Newsletters/Blog*. Paper 15.  
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# Law Library Briefs

Roger Williams University School of Law Library



No. 14, September, 2004

## WE CAN HELP!

Typically, law students spend more time utilizing their law library than would be true for most undergraduate disciplines. The R.W.U. law library staff is available to help you take thorough advantage of the various resources and services provided by the law library. Services such as reference, circulation, and interlibrary loan are provided to you by members of the Public Services staff. Members of the Collection Services staff are responsible for acquiring, cataloging, and processing library materials to make them available for your use. The law library employs law school students to assist with circulation and computer services. In addition to library print materials and electronic resources, PCs and photocopiers are available in the law library for your use.

A full listing of the library staff, their job profiles, and contact information is contained in the *Library Guide* and on the law library's website at <http://law.rwu.edu/Law+Library/Library+Staff.htm>.

Here are some ways in which the law library staff can help you!

 In addition to answering your reference questions (in person, via email or telephone) and showing you how to use the print materials, the librarian on duty at the Reference Desk can show you how to use the law library's WebCatalog and the various electronic databases. The Reference Librarians also provide education on library resources and research techniques through the *TimeSavers* and *Law Library Briefs* publications and various presentations.

 Need an item not found in the law library's collection? The Circulation/Interlibrary Loan Assistant will process an interlibrary loan request for you.

 Have problems when using the photocopiers (e.g. paper jams, toner cartridge needs to be replaced, or the paper trays need to be refilled)? The Public Services staff will work to resolve the problem.

 Need directions or help searching the library stacks for a book or journal issue which is not checked out and is "missing" from the shelf? The Public Services staff will be happy to show you the way

or join the search.

 The Acquisitions Assistant can help you to find out when a book or journal will be back from the bindery.

 When venturing into the Micrographics Room, do not hesitate to ask staff at the Circulation Desk or the librarian on duty at the Reference Desk for assistance with retrieving materials or with printing.

 The Public Services Assistant can help with computer-related problems involving software and hardware. Also, the student lab monitors can answer basic questions about word processing, email, electronic databases, and the Internet. They can also assist you with printing problems in the computer labs.

 If you have suggestions for library purchases, bring them to the attention of the Collection Services Librarian or Acquisitions Librarian.

 If you have suggestions for an alternative title or subject to aid in finding an item using the law library's WebCatalog, contact the

Catalog Librarian or Catalog Assistant.

 If you find a problem with a particular publication (missing pages, missing pocket part or supplement), please bring it to the attention of the Public Services staff.

 If you encounter problems with a print card, contact a member of the Public Services Staff.

 And finally, please contact Nan Balliot if there are topics about which you would like to read in future issues of *Law Library Briefs!*



## Library News

### Staff Changes

There have been some staff changes this summer. In May, Ana Monte was hired to fill the position of Acquisitions Assistant. She worked in that position as a temp from January through April before her appointment full-time to the position. Ana holds a Certificate as a Professional Office Assistant from the Kinyon-Campbell Business School. Prior to coming to the law school, she was Receptionist/Secretary for the Fall River walk-in medical clinic. As Acquisitions Assistant, Ana checks in new books and periodicals, routes periodicals to faculty, and prepares materials to be sent to the bindery.

In August, the Law Library staff bid farewell to Acquisitions

Librarian Jennifer Raynor who is relocating with her husband and daughter to the Rochester, New York area. Filling the position vacated by Jennifer is Kelly Shorrel. For the past two years, Kelly has been Acquisitions Assistant at the William Mitchell College of Law Warren E. Burger Library located in St. Paul, Minnesota. Kelly holds a B.A. in History and Political Science from the University of Wisconsin at Eau Claire. In May, 2004, she received her M.L.I.S. from the College of St. Catherine/Dominican University.

Please join with the law library staff in welcoming Ana and Kelly.

### Room Changes

In addition to staff changes, there have been room changes! Two additional study rooms have been built. They are located in the southwest corner of the Law Library.

### New TimeSavers

Several new *TimeSavers International* publications on topics pertaining to environmental law have been prepared by Reference Librarian Emilie Benoit. These *TimeSavers International* publications annotate available titles in the Law Library's collection and selected websites for research. The *TimeSavers International* publications are available on the display rack in the Law Library and via the Law Library's website under "Research Guides" ([http://law.rwu.edu/Law+Library/](http://law.rwu.edu/Law+Library/Research+Guides.htm)

[Research+Guides.htm](http://law.rwu.edu/Law+Library/Research+Guides.htm)).

The new titles in the series are:

*International Environmental Law: Selected General Sources* (No. 3)  
*International Environmental Law: Law of the Sea* (No. 4)  
*International Environmental Law: Marine Pollution* (No. 5)  
*International Environmental Law: Biodiversity* (No. 6)  
*International Environmental Law: Transboundary Air Pollution* (No. 7)



### Study Aids

As you review the legal concepts discussed in your classes, keep in mind that the law library's collection has numerous study aids (e.g. hornbooks and nutshells) for you to consult. The Hornbook and Nutshell series are published by Thomson/West. Aspen Law & Business publishes the *Examples and Explanations Series*. The *Legal Text Series* (titles in this series begin with "Understanding...") are published by Matthew Bender.

To view available titles in these series, search the Law Library WebCatalog by typing the titles: **Examples and Explanation Series, Hornbook Series, Legal Text Series, or Nutshell Series.**

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