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Law Library Briefs

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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
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.