

Law Library Briefs

Roger Williams University School of Law Library



No. 1, August, 2002

Welcome!

The Law Library staff welcomes new and returning students with this inaugural issue of our new newsletter. We wish you success in all your endeavors during the 2002/03 academic year.



Blackboard tips

① Logging On

The user name is the number on the front of your Student ID card. The number should have seven digits. If not, add zeros to the beginning. The password is the first four letters of your last name (lowercase) and the last four digits of your social security number.

② Opening Documents

When you open an MS Word document in "Course documents" using Internet Explorer, it opens as a window within Blackboard. To edit the document and save the edits, the document must first be saved to a floppy and then opened in MS Word. To save the document, right click on the link and select "Save target as." Then save the file as usual. Once saved to disk, you can edit the document

and save your edits.

③ Printing

Blackboard uses frames. Each screen is divided into multiple sections called frames. To select a frame to print, click in the portion of the screen that is desired. Then, send the print command. You do not need to highlight the entire section.



Library News

On the Move!

Over the summer, portions of the collection were shifted in the federal, periodicals, and open stacks to make better use of the existing space. The basic arrangement remains the same, but individual volumes may have been moved a row or two. If your favorite books are not where you expect them to be, check the WebCatalog for the call number or ask a librarian for assistance.

New *TimeSavers*.

Job Search: Recommended Resources (TimeSaver No. 17) and

Trial Advocacy: Selected Resources (TimeSaver No. 18). Print copies are available in the Library and links to copies in .pdf format are available at <http://law.rwu.edu/LawLib/ResearchG.htm>.

It is with great sadness that the Library staff announce the demise of "Library Peach." Since 1993, "Library Peach" has been the trademark color for the Library's *TimeSavers* series. Alas, "Library Peach" is no longer available due to a change in the Copy Center's paper suppliers. New *TimeSavers* will be printed in "cream."

It's a boy!

Timothy Michael Robinson was born to Beth and Michael Robinson on July 2, 2002. Beth is Acquisitions Librarian and Michael is a 1997 graduate of the law school. Beth is on a six month maternity leave. For those of you needing assistance with acquisitions during Beth's absence, contact Collection Services Librarian Stephanie Edwards.



Barb's Computer Advice:

Barbara (Barb) Pahlow, Public Services Assistant, is available to assist you with computer and printing problems. Barb can be contacted in the Library, at 401-254-4536 or email bpahlow@law.rwu.edu. Barb offers the following computer advice.

① Start with a freshly booted computer. To reboot a computer in the Library: select "Start," next select "Shut Down" and then "Restart the computer." Click on "O.K." at the login prompt. (If you click on "Cancel," you will not be able to print to the network computer lab printers.) There is no password to log in.

① Uniformity is important to our efforts to maintain these resources. The lab computers are shared resources. To help us help all the labs' users, exit programs properly and avoid inappropriate web sites. The law school's computer and Internet use policies are at <http://law.rwu.edu/Others/ITPolicy.htm>.

① Save all your wordprocessing documents to a diskette. From "File," select "Save As" and give your document a name. Once the document is saved to a diskette, you can select "Save" from "File" or click on the diskette icon on the tool bar.

① It is extremely important to close your files and exit the wordprocessing program before removing your disk from the

computer. Failure to perform this step, especially using Microsoft Word, often results in a "lost" document.

① If you experience a problem with a computer in the Library, please report the problem to a lab monitor, reference Librarian, person at the Circulation Desk, or Barb.



Research Tips From the Experts:

The Reference Librarians offer the following survival tips for doing legal research. Remember that legal research is a skill which improves with practice.

✍ Allow enough time. Good legal research takes time to thoroughly check all the appropriate sources and to update the citations. When learning a new skill or refreshing an old skill, the process usually takes more time than you expect.

✍ Write out your key concepts and terms before beginning to research. This will save time when using any resource by allowing you to easily switch between a variety of terms/searches while avoiding wasting time through repetition.

✍ Update, update, update. Look for pocket parts and pamphlet supplements. Use the Library's WebCatalog to find the most recent supplement or for that matter, any material contained in the Library's collection.

✍ Shepardize any cases or statutes upon which you may be relying. You always want to be citing good law.

✍ When using West Digests, remember to note both the Topic and the Key Number. A number without a topic is just a number; all of the topics start with number one.

✍ Don't panic. Ask the Librarian on duty at the Reference Desk for help or call 254-4547. We enjoy assisting you!



First Year Students Library Tours:

Librarians will conduct tours for first-year students August 26th through August 31st. Each tour will last approximately a half hour.

If you have not signed up for a tour or received a notice regarding scheduling by Monday, August 26th, or if there is a scheduling conflict, please contact Nan Balliot in the Library. Her phone number and e-mail are: 401-254-4542, nballiot@law.rwu.edu.

Upon completion of the tour, you will receive a copy of the *Library Guide* and *Selected Bibliography for Legal Research and Writing (TimeSaver No. 4)*.

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