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1991

Law Library Briefs, Vol. 3, No. 3 (November, 1991)

William & Mary Law Library

Repository Citation

William & Mary Law Library, "Law Library Briefs, Vol. 3, No. 3 (November, 1991)" (1991). *Library Newsletter*. 12.
<https://scholarship.law.wm.edu/libnewsletter/12>

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LAW LIBRARY BRIEFS

The College of William and Mary
Marshall-Wythe Law Library



Volume 3, Number 3

November, 1991

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FROM THE EDITOR'S DESK

Several students have asked about our Library's policy concerning reshelving books, since many libraries request that patrons not reshelve materials they have used.

Patrons should not reshelve classified materials (those books with alpha/numeric labels on the spine). These materials are often more difficult to replace in the proper location because there may be a number of books with similar call numbers.

However, we request that our patrons reshelve reporters and bound law reviews. These materials are generally unclassified (they do not have labels with Library of Congress call numbers on the spine) and are shelved in major sets by title and volume number. This arrangement makes the proper replacement of the book on the shelf rather easy. When patrons reshelve reporters and bound journals, our staff can concentrate their time on reshelving more difficult materials and checking for misshelved materials.

Please feel free to check with the circulation staff should you have questions concerning our reshelving policies. ...MR

MEET THE TECHNICAL SERVICES STAFF

SUE WELCH
HEAD OF TECHNICAL SERVICES
PHONE: 221-3244

Sue supervises technical services functions in the Library. These activities take place "in the back room," and include purchasing, processing, and maintaining currency of all Library materials. Technical services staff handle and record receipt of over 30,000 items each year. Nearly 3,000 invoices are paid each year, and several thousand volumes are added to the collection in bound or microform format. Cataloging staff process over 2,000 new titles annually and also create the records for LION, the online public access catalog.

Technical services staff work hard to ensure that new materials get to the shelves quickly, that legal materials are current, and that journals are bound in a timely fashion. Staff will be glad to "rush process" material when needed, and to assist with determining the status of a desired item.

Sue joined the Law Library staff in 1976, when collections were scattered in four buildings. Feel free to call her with any question involving orders or receipt of new material. ...SW

BARBARA JACOBSON
LIBRARY ASSISTANT/ACQUISITIONS
PHONE: 221-3250

Barbara is primarily responsible for securing on a timely basis those materials selected by the Law Library Director as necessary to support the teaching and research requirements of the Law School. ...BJ

EVA BROOKS
LIBRARY ASSISTANT/CATALOGING
PHONE: 221-3248

Eva is responsible for cataloging new monographs and serials via the OCLC national cataloging database. She reviews all classified serials and reassigns them catalog numbers when required; edits or updates cataloging records and downloads the information into LION, the online public access catalog; coordinates withdrawal/transfer procedures for superseded materials; insures that all workflow in cataloging is handled on a current basis; and oversees various additional cataloging procedures and workflow to ensure accuracy and currency of bibliographic records for materials owned by the Law Library. ...EB

LAURA FERRELL
FISCAL TECHNICIAN SENIOR
PHONE: 221-3245

Laura's responsibility is to ensure continuous fiscal control over all Library accounts, including book and periodical purchases, special funds, federal funds, equipment, supplies, inter- and intra-agency expenditures and other operating expenses. All fax billings are prepared, distributed and maintained. She also manages all accounting for the Marshall-Wythe Foundation Photocopier Account.

Laura has lived in the Williamsburg area for eight years. Prior to her present position,

she was a Real Estate Broker in the Newport News and Williamsburg areas. Free time is spent on the golf course. ...LF

SANDY OERTLI
LIBRARY ASSISTANT/SERIALS
PHONE: 221-3246

Sandy is responsible for receiving and binding the Law Library's serial collection (those materials that are updated on a regular basis), and for establishing and updating the serials holdings records. Examples include: checking in the mail; routing loose-leaf updates and periodicals to faculty and staff; maintaining serials records for all subscriptions received by the Library; and preparing periodicals for binding. She also compiles a list of materials currently at the bindery or held in the Serials Department for bindery processing. This list is available at the circulation desk for patrons to use to locate periodical issues.

Sandy has lived in the Williamsburg area all of her life. Prior to her present position she was the Law Library Secretary (1977-1985). Her favorite pastime is camping in the Blue Ridge Mountains. ...SO

EMILY SHRIVER
OFFICE SERVICES SPECIALIST
PHONE: 221-3251

Emily sorts all mail received at the Library, assists in maintaining currency of subscriptions, checks all invoices for legal serials before payment, and maintains payment information. Emily also searches for cataloging data for new books, helps create records for LION, the online public access catalog, and assists wherever needed in technical services. Emily previously served as loose-leaf filing coordinator in the Circulation Department of the Law Library.

Originally from Chicago, Emily graduated from Northwestern University with a BA in Spanish. She also holds a secretarial certificate from the Katherine Gibbs School and a paralegal certificate from Anne Arundel Community College, Arnold, Maryland. When not commuting from Middlesex County, she and her retired Navy-Captain husband garden and sail the Chesapeake Bay. ...ES

MALINDA MULLINS
OFFICE SERVICES ASSISTANT
PHONE: 221-3249

Malinda processes all government documents and microforms received in the Library. Last year she handled receipt records and filing of over 30,000 microforms. Malinda helps prepare periodicals for binding, and checks and adds bound volumes to our records when they are returned from the bindery. Each day, Malinda routes incoming material to faculty and staff.

Malinda moved to Williamsburg three years ago. Her favorite pastimes are attending movies and visiting Busch Gardens. ...MM

IN BRIEF

Periodical Titles on LION. Ellen Blackwell, a library degree candidate at Catholic University, has joined the staff on a temporary basis to assist with cataloging the periodicals collection. The goal of this 400 hour project is to have all periodical titles held by the Library displayed in LION. After all titles are cataloged in LION, the staff will begin creating holdings displays, beginning with titles held by both the Law and Swem Libraries. ...SW

Public Fax Machine. Recently Foxhill Associates, Inc., as a service to Law Library

patrons, installed a public fax machine in the Photocopier Room on the main floor. The fax machine accepts only credit cards for the transmission and receipt of fax requests. Instructions are posted near the machine.

Although the Library staff can clear some paper jams, patrons must contact Foxhill Associates (a toll free number is available) concerning refunds. ...MR

UPCOMING LIBRARY HOURS

Thanksgiving Holiday 1991 (Wednesday, November 27 - Sunday, December 1).

Wed.	Nov. 27	7:30 a.m. - 6:00 p.m.
Thurs.	Nov. 28	CLOSED
Fri.	Nov. 29	10:00 a.m. - 5:00 p.m.
Sat.	Nov. 30	8:30 a.m. - 8:00 p.m.
Sun.	Dec. 1	8:30 a.m. - 11:00 p.m.

...AF

Building Lock Up Hours During Exams. Beginning Sunday, December 1, and extending through the exam period (Sunday, December 22) the building will be locked at 2:30 a.m. Sunday - Thursday and at 1:30 a.m. on Friday and Saturday. ...MR

Interim Library Hours. The circulation desk interim hours are as follows:

Sat.	Dec. 21	8:30 a.m. - 8:00 p.m.
Sun.	Dec. 22	8:30 a.m. - 11:00 p.m.
Mon.	Dec. 23	8:00 a.m. - 5:00 p.m.
Tues.	Dec. 24	CLOSED
Wed.	Dec. 25	CLOSED
Dec. 26 to Dec. 30	Dec. 30	10:00 a.m. - 5:00 p.m.
Dec. 31		CLOSED
Jan. 1		CLOSED

Regular Library hours resume Jan. 2, 1992. Any change will be posted as soon as determined. ...MR

LOOK IT UP

RESEARCH IN THE VIRGINIA CODE

Organization

The Code of Virginia 1950 is Virginia's current code. In addition to the statutes, the Code contains the state constitution and the rules of the Supreme Court of Virginia.

The Code is arranged by topic, with each topic being assigned a title number. The titles are arranged alphabetically and are numbered from 1 to 65.1. Each title is further subdivided into chapters and articles.

Each specific enactment of law by the General Assembly is given a section number. Code sections are identified by two-part, hyphenated numbers. The first number identifies the title in which the section is found. The second number identifies the section within that title.

Because no room for growth was allotted between titles, new legislation is often inserted using decimal numbers. For example, Code § 9-6.14:4.1 is located between §§ 9-6.14:4 and 9-6.14:5.

Following the text of the Code section is a historical citation enclosed in parentheses. Included in the citation, in chronological order, are all session laws and official Code citations that enact or amend that Code section. Acts are cited by year enacted and chapter number.

Annotations in the Code

The Virginia Code is annotated with valuable information following each Code section that has been cited. Annotations have no effect as law and are provided primarily for research purposes.

In an annotation, any cross references for the Code section are listed. Editor's notes may follow a Code section and include information about the section, such as its effective date, applicability, or expiration date. Virginia law review articles discussing the Code section are cited. Finally, case notes are included, arranged by subject matter. These case notes are preceded by a catchline in bold print that summarizes the note(s) following.

Finding a Code Section

The general index for the Code of Virginia is contained in several soft cover volumes that are published annually. This topical index is arranged by section subject "headline." The headline is a chapter's introductory statement of the essential contents of the chapter.

Because the index is compiled from the section subject headlines, searching the index can be exasperating. For example, surrogacy contracts are indexed under PARENT AND CHILD--Status of children of assisted conception-- Surrogacy contracts.

Some hints for using the Index to the Code of Virginia are contained in its foreword.

- 1) Consult the principal subject, not the secondary subject.
EXAMPLE: for motor vehicle registration, look under motor vehicles and not registration.
- 2) Look for the noun, not the adjective.
EXAMPLE: for life insurance, look under insurance, not life.
- 3) Narrow your topic as much as possible.
- 4) Be prepared to look under synonymous terms and concepts.
- 5) Use the cross references provided in the index.

If the above hints are not successful, the publisher maintains a toll-free telephone number (1-800-446-3410) for help in locating a section of the Code.

Related Code Publications

Advance Code Service. A pamphlet of annotations for the Code of Virginia is published three times a year and updates the annual pocket parts to the Code.

Tables. Volume 10 of the Code contains various comparative tables of Code sections, such as the Table of Comparative Sections, the Table of Tax Code Sections, and the Table of Sections Amended or Repealed.

Rules. Volume 11 of the Code is devoted to the Rules of the Supreme Court of Virginia. In addition to the text of the rules, annotations are provided. Examples of forms follow some of the rules.

The Virginia Code Online

WESTLAW

WESTLAW offers several databases related to the Virginia Code.

VA-ST-ANN	Annotated Statutes
VA-ST	Unannotated Statutes
VA-ST-IDX	General Index
VA-LEGIS	Legislative Service (Acts passed by General Assembly)

If you already have a specific Code section, you can enter: **FI VA CODE ANN s xx-xx** to go immediately to that section.

LEXIS

The LEXIS files covering Virginia statutory material are in the STATES library.

VACODE	Code of Virginia
VAALS	Advance Legislative Service
VATRCK	Pending bills tracked from introduction to enactment or veto.

If you already have a specific Code section, you can enter: **LXSTAT VA CODE @ xx-xx** to go immediately to that section.

Sources of Statutory Interpretation

The Virginia and West Virginia Digest KFV/2460/V5

Although not designed to cover statutory material, this West publication provides direction to cases interpreting legislative intent and statutory construction.

Michie's Jurisprudence of Virginia and West Virginia KFV/2465/M5

Michie's Jurisprudence, a multi-volume treatise of law in Virginia and West Virginia, features substantive articles that reference many statutory citations.

Shepard's Virginia Citations (Shepard's room - main floor)

The statute portion of this volume gives citations to the Virginia Constitution, Code, acts, ordinances, and court rules as cited in the reported decisions of Virginia and federal courts since 1905, in legal periodical articles, in several legal texts, and in Virginia's Acts of Assembly.

Virginia Code Research Guide REF/KFV/2430/1950/A33

This one-volume guide lists sections of the Code and Constitution followed by references to various publications by Lawyers

Cooperative Publishing Co. Included are references to American Jurisprudence (Am. Jur.) 2d, American Law Reports (A.L.R.), Am. Jur. Pleading and Practice Forms, Am. Jur. Trials, and Am. Jur. Proof of Facts. The guide is updated with a pocket part.

Location in Library

The Law Library has several sets of the Code. Sets are located on the main floor with the Virginia materials and in the reference area and on the top floor with the Virginia material. Superseded volumes and pocket parts are kept in the basement in compact shelving. ...ST

BITS & BYTES

Computer Lab. As the panic of exam time hits, students begin scrambling for study aids. One such aid, often overlooked, is the CALI program found in the Computer Lab. CALI (Computer Assisted Legal Instruction) contains numerous interactive exercises designed to assist students in understanding and applying the legal principles they learn in their classes. The CALI collection includes the following exercises: Civil Procedure, Contracts, Corporate, Criminal, Employment Discrimination, Evidence, Federal Courts, Insurance, Labor, Professional Ethics, Property, Securities Regulation, Torts, Trial Advocacy, and Wills and Trusts.

To access the CALI exercises, choose **Marshall Wythe Specific Programs** from the Computer Lab menu. Once you are in the program, you can see a description of any of the programs by first highlighting the name of the program and pressing <F1>. To access one of the exercises, highlight it on the menu bar and press <Enter>. At this point you can either run the program or copy it to a floppy disk. Yes, you can copy any of the exercises and run them on an

IBM compatible computer at home. A binder of written material to accompany some of the exercises is kept in the cabinet at the end of the third row in the Lab.

If you have any questions about CALI, please see one of the Computer Lab consultants during their office hours or Mary Grace Hune in the Reference Department.

...MGH

THOUGHT PROVOKING QUOTATIONS

"Praise of the Bill of Rights is proper, but we should never forget that the rights recited are fruits of the tree and not the tree itself".

Antonin Scalia

"The illegal we do immediately. The unconstitutional takes a little longer".

Henry Kissinger

From Legal Briefs: A Lawyer's Quotation Book, edited by James Charlton. New York: McGraw-Hill, 1990.

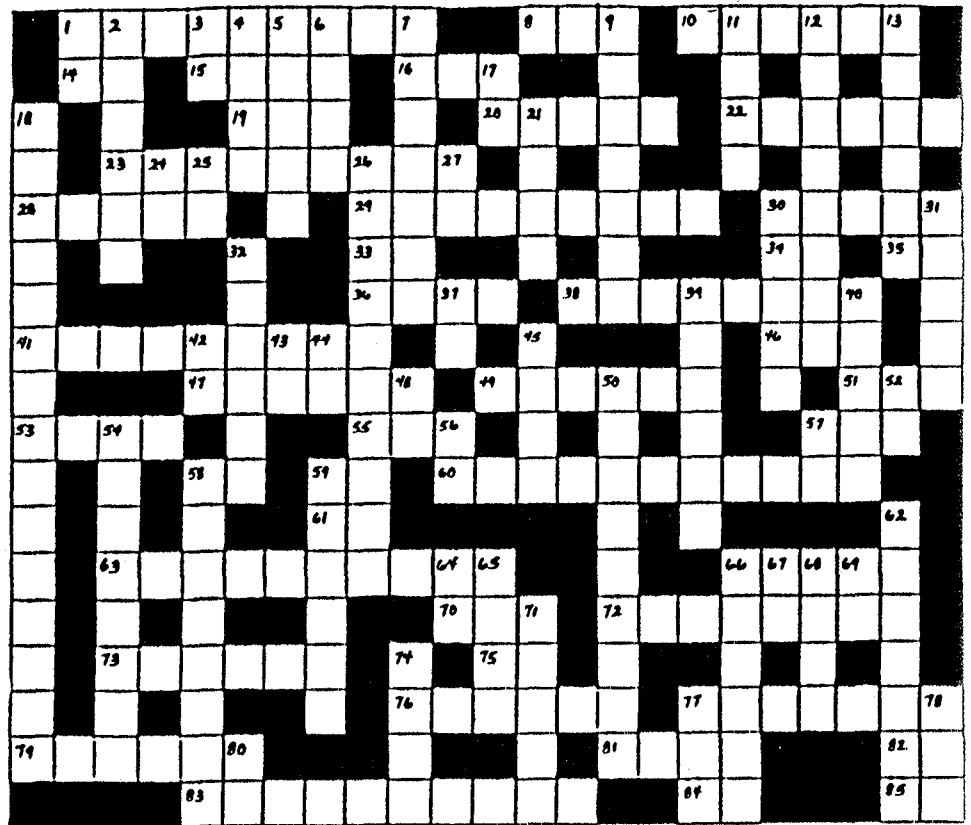
REF/KF/159/C48/1990

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**CROSS (WORD) —
EXAMINATION**



ACROSS

- 1 a CD-ROM index to legal periodical articles
- 8 publisher - Commerce Clearing House
- 10 application to higher court to correct or modify judgment of lower court
- 14 Congressional Quarterly
- 15 offer employment
- 16 American Bar Association
- 19 opposite of drudgery
- 20 defense of having been at a place other than the scene of the crime
- 22 things of value that a person may own
- 23 dying without a will
- 28 ownership
- 29 process of learning about opposing case
- 30 to correct or modify pleading
- 33 Missouri
- 34 French article
- 35 "___ Kill a Mockingbird"
- 36 in the matter of
- 38 direct averments of claims for relief, defenses, and denials
- 41 bound compilations of courts' opinions
- 46 ATR (free answer)
- 47 indexed compilation of abstracts of courts' decisions
- 49 body (Lat.)

- 51 law passed by a legislature
- 53 group of hoodlums
- 55 Internal Revenue Service
- 57 clear ___ convincing evidence
- 58 to ___ or not to ___
- 59 children's author, Mr. White
- 60 written summary of common law, adopted and promulgated by the American Law Institute
- 61 trial lawyer (abbrev.)
- 63 street on which law school is located
- 66 senator from Utah involved in Thomas confirmation hearings
- 70 gross income minus taxes
- 72 a scholarly and often multi-volume treatment of an area of law
- 73 in full court
- 75 annual report (abbrev.)
- 76 tax on imported goods
- 77 out-of-court statement offered for the truth of the matter asserted therein
- 79 opposite of frequently
- 81 Freedom of Information Act
- 82 musical note
- 83 West's topical organizational scheme for digests
- 84 technical services (abbrev.)
- 85 District Attorney

DOWN

- 1 Library of Congress (abbrev.)
- 2 theory of justice in which the operation of legal precepts is adjusted to the exigencies of special circumstances
- 3 exclamation of satisfaction
- 4 ___ estate OR ___ tenant
- 5 a right in property held by one person for benefit of another
- 6 consideration given in exchange for use of real property
- 7 heading that labels or identifies legal document
- 9 Martindale-___
- 11 Post-Conviction Assistance Program
- 12 legal or equitable right enjoyed by a landowner to benefit from nearby land
- 13 ___ defect OR ___ ambiguity
- 17 Alcoholic Anonymous
- 18 set of questions served on opposing party for purposes of discovery
- 21 name of online catalog for W&M libraries
- 24 non liquet (abbrev.)
- 25 ___ & ___ (trusts and estates)(abbrev.)

- 26 allowable, frequently used in reference to evidence
- 27 environmental safety (abbrev.)
- 30 assumed name
- 31 beyond a reasonable ___
- 32 underlying reason for committing a crime
- 37 research assistant (abbrev)
- 39 first pleading filed by a defendant
- 40 to convey or transfer
- 42 road (abbrev.)
- 43 example (abbrev.)
- 44 for example, in ___ Jones
- 45 destruction of, or damage to, subject of insurance policy
- 48 trust (abbrev.)
- 50 party who brings a suit in a court of law
- 52 certificate of deposit
- 54 West publication that condenses body of law into one small volume
- 56 Senate Resolution (abbrev.)
- 57 article
- 58 the "bible" of legal citation form
- 59 the science of morals
- 62 ___'s, legal citators
- 64 registered nurse (abbrev.)
- 65 common duration of lease
- 66 ___ corpus
- 67 preposition
- 68 a row of seats in law school classrooms
- 69 civil service (abbrev.)
- 71 ___ of fact
- 74 individual entry on a list
- 77 ___ man OR ___ or miss
- 78 opposite of nay
- 80 Maine (abbrev.)

Prizes will be given for the first 3 correct puzzles received. Submit completed puzzle with name, time and date indicated to Sue Trask, reference department, by November 29 at 5:00 p.m. Winners will be notified on Monday, December 2.