College of William & Mary Marshall-Wythe Law Library: Providing Information Solutions

William & Mary Law Library

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The Marshall-Wythe Law Library provides access to law and law-related resources and a wide range of services to support the law school curriculum and programs, promote the advancement of legal scholarship, and fulfill the information needs of library users.

Welcome to Your Law Library

Through our services to you, we strive to make your class work and research easier. The Law Library offers students an excellent environment for research and study through:

- A service-oriented staff dedicated to providing the access and support you need to do your job;
- A strong collection in print and multimedia formats;
- Access to materials outside the library through cooperative lending programs, online databases, and the World Wide Web;
- A comfortable and functional environment that includes large carrels, tables, individual and group study rooms, and two computer labs;
- Public access computer terminals for accessing the library’s online catalog and other electronic information resources;
- Professional reference librarians trained to provide research solutions and instruction;
- A large popular legal fiction and video collection;
- Displays and receptions promoting events or information resources.

From The Director

On behalf of the entire library staff, I welcome you to the Marshall-Wythe Law Library, and encourage you to use our collections and the expertise of the staff. The library offers a place for study and research, and also a place to relax and escape from the occasional pressures of law school. Enjoy a cup of coffee from the coffee bar located in the library foyer; feel free to take it (or another non-alcoholic beverage of your choice) into the library. Whether you want to study a court decision, surf the Internet, or read a newspaper, popular magazine, or work of fiction, the Law Library has what you need. It’s your library – use it, and enjoy it.
Library Services

Circulation Services
Students check out books from the library using their William & Mary ID card. The standard loan period for circulating materials is 30 days. Some materials, including reporters and statutes, reference materials and finding aids, non-print media, and looseleaf services, may be used only within the library.

 Reserve Materials
The reserve collection, located behind the circulation desk, includes many types of study aids that will be useful to you with your legal studies. Class readings placed on temporary reserve by law faculty are also available on reserve. Many faculty members make their prior exams available and these can be found on reserve as well. Most materials on reserve circulate for 4 hours. The reserve collection also includes audio and video recordings, which can circulate for 1 day. Fines for overdue reserve materials are $1.00 per hour.

 Photocopying
The library maintains six public access photocopiers. All copiers are equipped to accept copy cards, which may be purchased at the circulation desk or from a copy/cashier machine located on the main floor. The copy cards cost $1.00. Each additional $1.00 placed on the card provides 15 copies. One copier on the main floor also accepts coins.

PR, Bulletin Boards & Displays
The Law Library's PR Team coordinates several activities during the year highlighting library services and offering a break from the pressure of law school. The PR Team also maintains several bulletin boards which provide an opportunity to focus on library collections, research topics or upcoming events.

Carrels & Individual Study Rooms
Students participating in certain law school organizations, faculty research assistants and students involved in long-term research projects may reserve carrels where they can review research related materials. Others may use reserved carrels for short periods when the carrel is not occupied. Four carrels on the main floor have network connections available for use by all patrons.

Group Study/Video Viewing Rooms
Two conference rooms (rooms 244 and 245) are available on the second floor for small group meetings or viewing video tapes. Two additional rooms (rooms 249 and 250) are available for video viewing. Rooms may be reserved for two hour intervals.

Library Lockers
Storage lockers for personal items are located on the main and second floors. Law students may reserve a locker for one semester by registering at the circulation desk on the first day of class. Lockers are assigned on a first come – first served basis.

Interlibrary Loan
The Law Library offers Interlibrary Loan services to William and Mary School of Law faculty, staff, and students. These services consist of borrowing books and obtaining materials unavailable at our library or missing from the collection, and lending materials to other libraries. Our membership in the Consortium of Southeastern Law Libraries and the Online Computer Library Center (OCLC) allows us to obtain materials from collections in libraries throughout the world.

Library Hours & Access

**Academic Semesters**
- **Monday through Thursday:** 7:30 a.m. to 10:00 p.m.
- **Friday:** 7:30 a.m. to 6:00 p.m.
- **Saturday:** 9:00 a.m. to 6:00 p.m.
- **Sunday:** 10:00 a.m. to 10:00 p.m.

**Circulation Desk hours for holidays, interim sessions, and the summer will be posted.**

When classes are in session, law students with properly programmed ID cards may access the Law School building and Law Library from 6:00 a.m. until the library closes, and from the time the library closes until 1:00 a.m. Card access is available on holidays and during interim until midnight.

For more information on the library and its services visit:
- [www.wm.edu/law_library/library.htm](http://www.wm.edu/law_library/library.htm) — and — [www.wm.edu/law_library/About/about.htm](http://www.wm.edu/law_library/About/about.htm)
Research Collection
The Law Library’s collection offers a strong combination of primary and secondary materials in Anglo-American law, including an extensive collection of reported decisions, statutes, and administrative materials from the U.S. and abroad. Our treatise collection is particularly strong in the areas of constitutional law, environmental law, public and private international law, jurisprudence, legal history, Roman law, and taxation. As a selective U.S. government depository library, we also offer broad access to publications of the federal government. Our research materials come in a variety of formats including bound and looseleaf print materials, microform, audio and video recordings, and electronic formats through CD-ROM, online databases, and the Internet.

Reference Librarians
The Reference Librarians, all of whom have M.L.S. and J.D. degrees, are some of the most valuable contacts you will have in Law School. They will help you navigate through the various materials and formats in the Law Library and assist in obtaining materials not located in our library. They are ready to help with your research needs, whether you require traditional print resources or the latest electronic information.

Research Services
The Reference Librarians are experts in research methodology and can provide law students with the following services:
- Provide on-the-spot individual instruction on developing research strategies and on locating and using the resources in the library;
- Obtain information from sources outside the library;
- Answer questions on accessing and using both print and electronic information sources, including finding aids, looseleaf services, online databases, CD-ROM, the online catalog, and the Internet;
- Consult on research sources for writing projects such as law review notes or seminar papers;
- Publish general and subject specific research guides in print and electronic formats;
- Provide reference services for students and alumni working for public or private sector organizations.

Instructional Services
The Reference Librarians are part of the Law School’s instructional team and participate in the school’s Legal Skills Program. The Reference Librarians also teach the Advanced Legal Research and 1-credit Directed Research mini courses.

Other instructional services we provide include:
- Subject-specific research sessions as requested by the faculty;
- Advanced research training for new law journal members;
- Training for faculty research assistants;
- Spring Training Program for students planning to clerk over the summer;
- Individual research instruction as requested by students.

Instructional Services
For more information on research & instruction services visit:
www.wm.edu/law/law_library/Products/Research/research.htm

Research & Instruction Services Fall Schedule
Orientation to Law School
Computer Labs
Aug. 16, 1999

Introduction to E-mail
Aug. 16 - 27, 1999

Legal Skills Introduction to the Law Library
Aug. 19, 1999

Legal Skills I Client A Research Labs
Sept. 20-25, 1999

Introduction to Legal Skills Online Research Service
Sept. 27-Oct. 1, 1999

Introduction to Westlaw Online Research Service
Oct. 4-8, 1999

Other classes will be announced.
Student Technology Services

Network Services

Beginning Fall 1999, the preferred method of communicating with law students will be via email. Here are some points you may want to know about campus email:

- All new students receive an email account in August;
- Access email with a campus email address from terminals in the Law Library or from home with an ISP;
- Students using an off-campus ISP must forward campus email address to off-campus account. Instructions will be available in the library and on the web;
- All students have 10 mb of space on the student network for storing email or personal Web pages.

What to Buy?

Clone or name-brand – whatever and from wherever you buy, make sure you understand the manufacturer’s and vendor’s warranties and support policies and practices.

Laptop or Desktop?

Portable computers are becoming more popular with law students, primarily because many law students find they spend most of their day at the Law School. The Law Library has several carrels and study rooms equipped with electrical outlets and network connections to the Internet and email.

Connect to the Internet

What you use to connect to the Internet at William & Mary depends on where you reside. To access the Internet from off-campus you need a modem and an Internet Service Provider. A 56K baud modem is really necessary for browsing the Internet and downloading email.

The Law School and campus housing are connected to the College-wide network that provides an Internet connection many times faster than the speed of dial-up modem access. To use this network your machine must have a network interface card (NIC). Modems will not work with the telephone system in campus housing.

If you purchase a laptop, a combination modem/network card will let you connect via modem at home, or anytime you will be off campus, and connect to the campus network when you are in the law school.

What Software?

Law students need to purchase a word-processing package. Either Microsoft or Corel is fine (though you may want Microsoft Office if you plan to use the suite applications). As some vendors bundle “lite” versions of the suite software with their machines, make sure that the word-processing suite you buy has all of the components you plan to use.

If you live off campus and sign up for Internet service, your provider should include a browser and an email package. On campus users will receive a network package that includes a browser and email. All students may choose to receive the Lexis & Westlaw software or use the companies’ web interfaces.

For more information on student technology support services visit: www.wm.edu/law/law_library/Products/Technology/technology_solutions.htm

Budget/Value PC Configuration

This computer will meet most needs of law students. For the power user we have indicated upgrade options inside ( ). These configurations work equally well for portable or desktop computers.

<table>
<thead>
<tr>
<th>Component</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>Processor</td>
<td>333 MHz or greater Intel Celeron; 350 or greater</td>
</tr>
<tr>
<td>Chipset</td>
<td>Supports AGP and USB</td>
</tr>
<tr>
<td>Memory</td>
<td>64 mb RAM (or more)</td>
</tr>
<tr>
<td>Video Card</td>
<td>AGP with 4 MB (8MB)</td>
</tr>
<tr>
<td>Monitor</td>
<td>15&quot; (17&quot;)</td>
</tr>
<tr>
<td>Hard Drive</td>
<td>6 GB (8 GB)</td>
</tr>
<tr>
<td>CD-ROM Drive</td>
<td>32X or 3d generation</td>
</tr>
<tr>
<td>Floppy Drive</td>
<td>3.5&quot; 1.44 MB or</td>
</tr>
<tr>
<td>Network Card (campus use only)</td>
<td>Plug and play 10-Base-T Ethernet (3COM Ether-</td>
</tr>
<tr>
<td>Modem (needed for off-campus)</td>
<td>Plug and play 56K v.90 (3COM/US Robotics</td>
</tr>
</tbody>
</table>

Optional Devices

- Printer: Letter quality inkjet or
- Removable Storage: The Law School uses Iomega Zip 100; compatibility issues if you
- Multimedia: 16-bit sound card; speakers or headphones;

Component Recommendation

Processor: 333 MHz or greater Intel Celeron; 350 or greater

1. Chipset Supports AGP and USB
2. Memory 64 mb RAM (or more)
3. Video Card AGP with 4 MB (8MB)
4. Monitor 15" (17")
5. Hard Drive 6 GB (8 GB)
6. CD-ROM Drive 32X or 3d generation
7. Floppy Drive 3.5" 1.44 MB or
8. Network Card (campus use only) Plug and play 10-Base-T Ethernet (3COM Ether-
9. Modem (needed for off-campus) Plug and play 56K v.90 (3COM/US Robotics

For more information on student technology support services visit: www.wm.edu/law/law_library/Products/Technology/technology_solutions.htm

Buying a PC for Law School

One question newly admitted law students often ask is whether to buy a personal computer for law school, and if so, what to buy. The Law School does not require students to own a computer. If you decide to purchase one, however, here are a few points to consider before making your purchase.