



Volume II, Number 4

January, 1986

"Welcome Back"
from
The Law Library Staff

Hours of Service

The Law Library will resume the regular schedule on Tuesday, January 14, 1986, 7:30 A.M. - 12:00 P.M.

PHOTOCOPY SERVICES

Lost Copicards: Please be careful when using your copicard. Because copicards are not individually marked, if you leave your copicard in or on the photocopy machine, it is impossible to identify it as yours. Remember to take your copicard with you when you finish your photocopying.

Payment for Copicards: In order to simplify procedures, please pay for copicards by check. Indicate on the check your mailbox number.

COMPUTER TRAINING

WESTLAW Schedule: Training on the WESTLAW system for second and third year students will begin on Monday, January 20th. The following is the schedule of sessions; any changes will be noted on the Library Bulletin Boards. Sign-up sheets for the group instruction will be available at the Circulation Desk beginning January 14th. You are required to read through the manual, "WESTLAW for Law Students" before attending a training session. The training sessions will be held in room A211, Annex - the Audio/Visual room.

Monday, January 20	10:30	A.M.
Wednesday, January 22	11:30	A.M.
Thursday, January 23	1:30	P.M.
Friday, January 24	9:30	A.M.
Tuesday, January 28	7:00	P.M.
Wednesday, January 29	8:30	A.M.
Thursday, January 30	12:30	P.M.

Training sessions for first year students will be provided in March after the appellate briefs are filed.

Word Processing

The Law Library will offer instruction for Wordstar on a regular scheduled next semester. A student assistant will be available in the Annex for

approximately 10 hours a week to answer questions and to aid in the use of the research systems and word processing. His hours will be posted after the beginning of the semester. It is anticipated that this service will be of use to all students.

Eating and Drinking in the Law Library

It is a policy of this library not to allow eating or drinking in the library. We ask for your cooperation and your compliance with this requirement. The policy exists to protect library materials from damage and as a good housekeeping rule for the building itself. The library staff worked for seven years to the University to install new carpeting in the reading room and we wish to keep it unspotted with spills. It does not take long for a rug to look at the worst with spills. Please drink your cokes and coffee outside the library.

Library Fines

There are a large number of students owing fines to the library. These people have ignored all library communications left in their mailboxes. This notice is to call their attention to the fact that a list of violators will be sent to the Registrar's Office during this month. All those whose names appear on the list, will be denied registration until they pay their fines. Please do not wait until the last minute to clear your fines.

Two "Free" Hours of Westlaw

In our November newsletter, we advised you of an offer of two free hours of WESTLAW use from West Publishing Company as a graduation gift to 1986 law graduates. Please take advantage of this offer. It will be of value to any firm you may become associated with. You may obtain further information from the Placement Office or you may pick up an application at the Circulation Desk.