

ASL LIBRARY NEWS

August 28, 1998

Volume 2 number 1

What's happening In the Library?

- Stephanie Ward is now a full time employee of the Appalachian School of Law. See related story.
- We are in the process of hiring a Reference Librarian, a Collection Development Librarian, and a Technical Services Assistant. Look for new faces in the Library mid-September to late October.
- The Library's being built. Daily changes can be seen, especially you if go past the back side. When we move in, tables, carrels, couches, and study rooms will be available for your studying pleasure.
- We are also working on bringing up and inputting records into the library's online catalog.

Bring an ID to Check-out Reserve Materials

- Starting August 31, that's the Monday of the second week of classes, we will begin using our automated Reserve system to check out reserve material.
- Beginning on that date, you must have ID to checkout reserve material.
- Reserve material, as is all Library material, is to be used in the Library only.
- During the hours the Library is staffed reserve material may be checked out for two hours at a time.
- Reserve material may be checked out for additional two-hour periods if another user has not requested the material.
- Reserve material borrowed within two hours of the closing of the circulation desk may be checked out overnight for use in the Library only.
- Materials cannot be checked out after the circulation desk is closed.
- Reserve material checked out overnight is due at the time the Library opens the following morning. Materials can be returned after hours by placing it in the book drop next to the circulation desk.

Library Dos

- Come study, do research, and use the Library's computers
- Ask questions or let us know how we can help,
- Drink and snack (no lunches – and please clean up after yourself),
- Be courteous to others – and nicely let others know if they are disturbing you,
- Close the door of the East or West study room if the echo chamber “hallway” is too noisy,
- Keep library books in the library (library consists of the East and West Reading Rooms, the Stacks and Circulation areas, and all connecting hallways),
- Put books back on the shelf, and
- If you come in after the building is locked down, make sure that the door you enter or leave is locked behind you.

***Editor's Note:** As a library it is our mission to aid your search for information. People are often the best sources. So, in each issue of this year's ASL Library News we shall feature a member of the ASL community and some of the information they have to offer.*

Stephanie Ward, Circulation Assistant

Stephanie will be working in the library Tuesday through Thursday nights and Friday and Saturday. Besides, updating library material and being an information point in the library, she is working with Anne, Tessie, and Glenna, on the enormous task of putting a barcode in, a spine label on, and creating a record for each volume in the library. Here are some of her favorites:

❖ Sport teams:	LA Lakers & Denver Broncos
❖ Nascar driver:	Mark Martin
❖ Favorite author:	Patricia Cornwell (medical mystery)
❖ Music:	Anything but bluegrass
❖ Cartoon:	Scooby Doo
❖ Artist:	Claude Monet
❖ Destination:	Paris, France

If you are having a problem with a copier, computer, temperature, or anything you think the library can help with, Stephanie is a good place to turn to for help.

Your Westlaw representative is Raleigh McReynolds

He will be in the West Reading Room:

Monday	6:30-8:30pm,
Tuesday	2:00-4:00pm & 6:30-7:30pm,
Wednesday	2:30-4:00pm & 6:30-7:30pm,
Thursday	2:30-4:30pm, and
By appointment	

Westlaw Tip

by Raleigh McReynolds

When doing a terms and connectors search, the “/n” means “in ‘n’ words of.” For example, if you are searching for cases concerning “contract of adhesion”, type contract /2 adhesion”. This will provide you documents where the word adhesion is within 2 words of contract.