

Widener Law Mews

August 13, 2012

Vol. 12-13, Issue O

Delaware Campus

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Special points of interest:

- Crown Court Hours
- **Key Campus Contact list**
- Financial Aid
- **Help Wanted**



WELCOME



WELCOME

FALL 2012 **INCOMING STUDENTS**

A MESSAGE FROM **DEAN LINDA AMMONS:**

THE LAW SCHOOL **COMMUNITY WELCOMES** YOU TO

WIDENER LAW!

I AM LOOKING FORWARD TO MEETING YOU AT THE "WELCOME TO THE PROFESSION" EVENT AT 6 PM ON

MONDAY, AUGUST 13th.

ARAMARK ~ Crown Court



8:30 a.m. - 2:00 p.m.

Friday, Aug. 17th

8:30 a.m. - 10:30 a.m.

Closed for Picnic on the lawn





Normal operating hours begin Monday, Aug. 20th.

Monday - Thursday 8:30 a.m. - 7:00 p.m.

Friday

8:30 a.m. - 2:00 p.m.

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KEY CAMPUS CONTACTS

Office	Phone	Location	Hours	
Admissions	2210	Law 2nd Flr.	Mon - Fri	9:00 a.m 5:00 p.m.
Aramark	2242	Crown Court 1 st Flr.	Mon - Thur Fri	8:30 a.m 7:00 p.m. 8:30 a.m 2:00 p.m.
BAR Programs	2087	Law 250	Tue - Wed - Fri Mon & Thur	9:00 a.m 5:00 p.m. 9:00 a.m 6:30 p.m.
Bookstore	478-0606	Bookstore	Mon. & Tue. Wed. & Thur. Fri.	9:00 a.m 6:30 p.m. 9:00 a.m 5:00 p.m. 9:00 a.m 3:00 p.m.
Bursar	2181	Law 110	Mon & Thur Tue - Wed - Fri	9:00 a.m 6:30 p.m. 9:00 a.m 5:00 p.m.
Campus Safety	2200	Concord Hall	Open 24 hours	
Campus Services/Housing Office Career Development Office	2077/2029 2163	Passmore House Law 1 st Flr.	Mon - Fri Mon & Fri (some days will va	8:30 a.m 4:30 p.m. 9:00 a.m 5:00 p.m. ary til 7;00 p.m.)
IT Services - Lab	2221	Law 1 st Flr.	ITS Open Lab Hours	
			Mon - Thur Fri Sat	8:00 a.m Midnight 8:00 a.m 11:00 p.m. 9:00 a.m 10:00 p.m.
TM 2	0100	. 1st	Sun	10:00 a.m Midnight
IT Services - Office Copy Center	2196 2165	Law 1 st Flr. Law 117	Mon - Fri Mon - Thur Fri	9:00 a.m 5:00 p.m. 7:00 a.m 7:00 p.m. 7:00 a.m 5:00 p.m.
Dean & Vice Dean	2206	Law 435	Mon - Fri	9:00 a.m 5:00 p.m.
Development and Alumni	2172	Geesey House	Mon - Fri	9:00 a.m 5:00 p.m.
Financial Aid	2272	Law 100	Mon-Tue-Wed-Fr Thur	9:00 a.m 5:00 p.m. 9:00 a.m 6:30 p.m.
Housekeeping	2212		Mon - Fri	7:00 a.m 8:00 p.m. 11:00 p.m7:00 a.m.
Legal Information Center	2244	Law 2 nd Flr.	See L. I. C. section of De Law News	
Mailroom	2217	Law 1 st Flr.	Mon - Fri	8:00 a.m 4:00 p.m.
Maintenance	2219		Mon - Fri	7:00 a.m 3:30 p.m.
Office of Student Affairs	2142	Law 250	Tue - Wed - Fri Mon & Thur	9:00 a.m 5:00 p.m. 9:00 a.m 6:30 p.m.
Registrar's Office	2170	Law 114	Mon - Tue - Fri Wed & Thur	9:00 a.m 5:00 p.m. 9:00 a.m 6:30 p.m.
STUDENT ORGANIZATIONS			Mon - Fri	9:00 a.m 5:00 p.m.
Student Bar Association Secretary - Debra Berry	2142	Law 250		
Delaware Journal of Corporate Law The Widener Law Review Secretary - Debbe Patrick	2014	Pol. 507		
Moe Levine Trial Advocacy Society Moot Court Honor Society				
Secretary - Kristan Lopez	2144	Polishook Hall		

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REGISTRAR OFFICE

Registrar's Office Staff

The staff in the Registrar's Office will assist you with any questions you have regarding your law school experience. You may stop by or call our staff listed below with specific questions:

Registrar's Office is located in the Main Law Building Room # 114

> Mon - Tue - Fri 9:00 a.m. - 5:00 p.m.

> Wed & Thur 9:00 a.m. - 6:30 p.m.

Amy Loeffler 477-2170 Transcripts

Pattie Donoghue 477-2710 Secretary

Lauren Piotti 477-2150 Assistant Registrar

Tammy Graham 477-2037 Registrar

INFORMATION

Bulletin Board Information

The Registrar's Information Bulletin Board is located outside of the Registrar's Office. The board will be updated with changes

Mailbox

All students will receive an assigned mailbox with a key. Please check your mailbox regularly for information and notices.

Locator Cards

Please keep the Registrar's Office updated on your current address. Locator Cards are available in the Registrar's Office for this purpose. It is important for us to be able to contact you.

The Registrar's Office Information Line

(302) 477-2149

Registrar's Office Email Address:

delreg@widener.edu

ORIENTATION PACKETS

Your orientation packets include several forms that need to be completed and returned to the Registrar's Office as soon as possible. The office is located in the Main Law Building and the hours for the Fall 2012 Semester are:

Monday - Tuesday - Friday 9:00 a.m. - 5:00 p.m.

Wednesday & Thursday 9:00 a.m. - 6:30 p.m.

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FINANCIAL AID OFFICE

Welcome to Widener Law. The Financial Aid Office is available to assist students with their financial aid process and answer any questions you may have. We are located in the Student Services wing of the Law Building.

Our office hours and contact information are as follows:

 Monday
 9:00 a.m. - 5:00 p.m.
 Telephone:
 302-477-2272

 Tuesday
 9:00 a.m. - 5:00 p.m.
 Fax:
 302-477-2034

 Wednesday
 9:00 a.m. - 5:00 p.m.
 Fax:
 302-477-2034

7:00 d.m. = 5:00 p.m.
Thursday 9:00 a.m. = 6:30 p.m.
Friday 9:00 a.m. = 5:00 p.m.

If you would like to meet with a financial aid counselor outside of our posted hours, please contact the Financial Aid Office and we will do our best to accommodate your needs.

A synopsis of available financial aid is located in the Law Center's Financial Aid Sourcebook. If you have any questions, please contact the Financial Aid Office either in person, via email at lawfi-naidde@mail.widener.edu or by telephone at 302-477-2272. Be sure to check The DE Law News, your student mailbox and the Financial Aid Bulletin Board on a regular basis for important notices. Read all forms carefully and keep copies of all paperwork in one place for easy access and reference. Please be sure to check your Widener Campus Cruiser Email Account frequently as it the Financial Aid Office's primary form of communication with our students.

Excess loan funds will be provided to the student in the early part of the semester depending on when your loan funds are approved by the Department of Education for disbursement. To receive those funds efficiently, you should sign up for Direct Deposit. Direct deposit allows students to receive semester tuition account refunds more quickly. Students will have the added convenience of email notification when funds are transferred out of the University and direct deposit allows for immediate access to funds (according to each banks policy). This service is Widener University's preferred method of delivery. To defer payments on any prior loans, deferment forms must be submitted to the Registrar's Office for certification and submissions to your servicers. Contact your servicers for correct paperwork.

The student employment programs have very specific requirements and deadlines. If you are interested in student employment, consult the Financial Aid Office for job placement and payroll procedures. All required University paperwork must be on file before students may begin working and paychecks are issued. Students with specific questions may contact Kristin Stiteler, Work-Study Coordinator at (302) 477-2293.

The financial aid application process is done annually and begins early in the spring semester for the following year. Application instructions will be sent via email in early February. Please pay particular attention to financial aid notices and deadlines to ensure consideration for all desired funds.

For an additional list of outside scholarships, visit our website at http://law.widener.edu/go/scholarships. You will be prompted for a user name and password. User name: lawmoney Password: widener

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OFFICE OF STUDENT AFFAIRS

Office of Student Affairs Main Law Building L 250

> Tue - Wed - Fri 9:00 a.m. - 5:00 p.m.

> Mon & Thur 9:00 a.m. - 6:30 p.m.

The Office of Student Affairs is located on the Second Floor of the Law Building, Room 250, down the hall to the right of the main entrance to the library. Advisors are assigned to students by last name. Stop by and visit anytime.

Maryann Brown	A-c	Alice Eakin	L-N
Susan Goldberg	D-G	Serena Williams	O-Si
Ned Luce	H-K	Micah Yarbrough	Sk-Z

OFFICE INFORMATION

Associate Dean Reviews requests for accommodation for disabilities, liaison for Susan Goldberg: students with administrative concerns, honor code complaints

Assistant Dean Ned Luce: Advises honor societies. Certifies character and fitness for the Bar.

Assistant Dean Patrick Johnston: Coordinates orientation.

Ms. Donna Hoffecker: Secretary Contact for character & fitness, Disability Accommodation matters,

certifications

Ms. Debra Berry: Secretary Student Bar Association matters

Co-Director Mary Ann Brown: Academic Support Co-Director Alice Eakin: Academic Support

Director Bar Programs

Micah Yarbrough: Bar Programs
Ms. Rose Callahan: Secretary Bar Programs

Troy Riddle Student Bar Association Liaison, Multicultural Affairs Officer

Dr. Amy Gulino Psychological Counseling by appointment.

Our office is responsible for approval of requests for changes in division, course loads and schedules, as well as requests to defer examinations. All such requests must be made in writing through a Dean's Action Request form in the Registrar's Office. (There is also a copy of the form in your student handbook and on-line).

Our office also arranges accommodations for students with documented disabilities and other special circumstances. Students with documented disabilities who seek classroom or examination accommodations must also submit a Dean's Action Request. The sooner we are aware of your needs, the sooner we will be able to provide you with the appropriate accommodation.

We are also responsible for monitoring compliance with the Student Code of Conduct, the Title 9 Drug Free Environment, and the University's policy against discrimination and harassment. These policies are set forth in the Student Handbook.

You should also be aware of the following Law School policies:

- 1. You may not miss more than 20% of the class sessions for any course; missing more than 20% of the classes will result in involuntary withdrawal from the class. Please refer to §701 of the Academic Code in the Student Handbook. A request to withdraw from any course will be considered only if the maximum number of absences has not yet been exceeded., and only if extraordinary circumstances exist.
- 2. Class cancellations bearing the Dean's Office approval stamp are posted on class room doors as soon as we re ceive notification.
- 3. To enable us to reach you, please keep your phone number and address current with the Registrar's Office. It is also important that you CHECK YOUR MAILBOX AND EMAIL FREQUENTLY!
- 4. Official undergraduate transcripts are required for all incoming students. If you have not already submitted your official transcript, you must submit a copy to the Admissions Office no later than Friday, Sept. 21, 2012.
- 5. Please make it a habit to check the Electronic Bulletin Board (television monitors), as well as Campus Cruiser and the Law School website for important announcements



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CAREER DEVELOPMENT

GENERAL

The Career Development Office staff welcomes you to the law school and congratulates you as you embark upon your legal education. The Career Development Office operates as a full-service center and reference library and the staff is available to help you access helpful resources. Career counselors are available to assist you in your search for employment and to review your goals, resumes, and interviewing techniques.

While we encourage appointments, we have an open door policy. During the school year, our regular hours are 9:00 a.m. - 7:00 p.m., Monday and Thursday and 9:00 a.m. - 5:00 p.m. on Tuesday, Wednesday and Friday. If you are interested in meeting with a counselor after 5 p.m., please call to schedule an appointment. When classes are not in session, please call the office at x2163 for current office hours.

We encourage you to take advantage of the services offered by the Career Development Office after November 1st. As a member of the National Association of Law Placement (NALP), the law school adheres to the NALP Principles and Standards for Law Placement and Recruitment Activities. Part V, Section D, specifically applies to first year regular division students:

- Summer Employment Provisions for First Year Students 1.
- Law schools should not offer placement services to first semester first year law students prior to November 1 except in the 2. case of part-time students who may be given assistance in seeking positions during the school term.
- Prospective employers and first year law students should not initiate contact with one another and employers should not interview or 3. make offers to first year students before December 1.
- All offers to first year students for summer employment should remain open for at least two weeks after the date made. 4.

The NALP "Principles and Standards" is available for your review. Between now and November 1st, we invite you to attend any informational programs hosted by the Career Development Office that may be of interest to you. The Career Development Office will hold orientation programs around November 1st to provide you with information about the job search process and first year summer employment opportunities.

Your legal education can provide you with an array of choices and opportunities. There are key times during law school when some of these career opportunities must be pursued. Initially, however, you should focus on the academic component of your legal education and concentrate on acquiring the skills and expertise necessary to produce quality work. In particular, developing strong research and writing skills will prove helpful to the job search process.

MENTORING PROGRAM

This program pairs first year law students like yourself with volunteer alumni for the academic year. Our mission is to initiate mentor-protégé relationships that will help you through your first year of school and begin to expose you to the legal profession. Our alumni volunteers are matched with first year students who have signed up for the program; because we have a limited number of mentors, however, matches cannot be guaranteed and must be made on a first-come, first-served basis. If you are matched with a mentor, we will notify you in the Spring semester.. The first contact between you and your mentor may be our "kick-off" social, being held at the Barristers' Club in the Spring. You and your mentor then work out a mutually convenient schedule of contacts for the academic year; only three contacts are required. You may decide to meet for lunch, observe court proceedings, or discuss over the phone particular issues of concern to you. In short, you and your mentor design the parameters of your relationship.

NOTE: Mentoring Program sign up materials will appear in your student mailbox within the in the early Spring. (Space is limited, so SIGN UP ASAP after the materials arrive!!)

The Benefits of Having a Mentor

As a first year law student you are faced with the challenge of making major decisions early in your education, when you may know little about the legal profession. Our alumni mentors can give you the benefit of their knowledge and experience to help you achieve your educational and professional goals. A mentor can advise you on matters ranging from simple course selection to professional success and satisfaction. Although they may provide career guidance, they are not expected to find employment for the student with whom they are matched.

OUR STAFF AND HOURS

LeaNora Ruffin, Esquire is the Assistant Dean for Career Development. Linda Shopland, Esquire is the Senior Counselor on the Delaware Campus. Crystal Deazle, Esquire is the Counselor on the Delaware campus.

Mailing Address Phone: (302) 477-2163 4601 Concord Pike

P.O. Box 7474

Wilmington, DE 19803

Fax: (302) 477-2180

Office Hours: Monday & Friday 9:00 a.m. - 5:00 p.m.

Evening appointments by request.

The office will be open 2 to 3 times a week days will be posted on our bulletin board and CDO website.

(Hours vary during the summer, and at the beginning of the semester and when classes are not in session.)

http://law.widener.edu/CampusLife/CareerDevelopment.aspx

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- 3 great programs, Nairobi, Venice and Lausanne
- Each one is really different
- Each one provides amazing opportunities
 - ♦ Not just to visit foreign countries
 - ♦ But to live in one and to learn about different cultures
 - ♦ And to learn something about you...



- Add a law-related experience to your resume' that stands out to employers and may open opportunities in an increasingly
 - global world of law practice
- Each program offers opportunities to take classes with foreign and Widener professors
- Each program offers opportunities to travel around the country and region
- All programs are organized to allow students to balance class work with time to explore and learn about the country
- Visit our website at <u>law.widener.edu</u> for more information about our summer programs and these fascinating cities.
- CONTACT: Arlene Trapuzzano at <u>artrapuzzao@widener.edu</u>
 for more information



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RECYCLING NEWS



Widener Law School has teamed up with the Waste Masters to offer on-campus recycling to students, the staff and administration here at the law school. The Recycling Program is the result of the efforts of Widener's Recycling Task Force, which comprises members of Widener Law's staff and administration, together with students from Widener's Environmental Law Society (ELS). The Program began during the summer of 2007 and has proved to be successful by diverting valuable recyclable commodities from the waste stream. It is up to the students to ensure that recycling is here to stay by participating in accordance with the recycling guidelines located at each collection site throughout the campus. Please do not throw waste items into the recycling containers; lists of accepted materials are located at each recycling location. The recycling containers are "single-stream" which means glass, plastic bottles, aluminum cans, and paper

(office paper, junk mail, and newspapers) can now be comingled into any of the containers. The Recycling Program is only available to the Widener Law community, and is not available to the general public.

Also, members of the Widener community and their families – faculty, staff, student, and alums – are welcome to take all of their household recyclables to the containers in the back lot of the law school in Delaware near the maintenance shed. The program is single-stream but containers are located there for cardboard and batteries. Plastic bags are handled along with the other plastics.

The Recycling Program is comprehensive, and includes the following commodities:

- Mixed paper (office paper, colored paper, junk mail & envelopes)
- Newspaper (including magazines and phone books)
- Plastic Bottles (#'s 1 & 2) and plastic bags
- Aluminum cans
- Glass (clear, green and brown)
- HP Inkjet cartridges (outside of ITS office on Main Street)
- Batteries; except rechargeable (outside of the Media Services office in computer lab off Main Street)

Recycling stations are located in the following areas:

- Main Law Building (All 4 Floors-Library near restrooms, Copy rooms and each Floor and Behind Computer Lab)
- Crown Court
- Geesey Hall (1st Floor)
- Barristers Club (Dining Hall)
- Shipley Hall (Vending Area)
- Concord Hall (Campus Safety)
- Polishook Hall (Central Lobby and Vending Area)
- Maintenance Building (Break Room)

Please do your part to ensure the success of the Widener Law Recycling Program. If you have any questions, concerns or comments, please email the Recycling Task Force at: recycling@mail.widener.edu

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HELP WANTED



AUDIO-VISUAL DEPARTMENT

The Audio-Visual Dept. is looking for student workers on the **Delaware Campus**. They are needed to videotape classes, delivery and pickup of audio-visual equipment during the semester (day, evening and some weekends). If you are interested, please contact Reza Amin in the Media Center located on the First Floor of the Library as soon as possible.

Delaware Volunteer Legal Services, Inc.

Law Clerks Needed

Must be work study eligible.

Contact Jacquelyn Chacona at
302-478-8680 X 212

AUDIO-VISUAL DEPARTMENT

The Audio-Visual Department offers a variety of equipment and services to the faculty, students and student organizations, such as smart boards, overhead projectors, slide projectors, 16mm film projectors, CD players, audio cassette players, DVD players TV/VCRs, speaker phones, portable microphones, mobile computer lab and PowerPoint presentation. In addition, the Audio-Visual Department can provide camcorders and operators to videotape classes, lectures or student simulations. Interactive video between the two campuses is also available for classes or meetings and other approved events.

Request forms are available in the Audio-Visual Department. They must be completed seven (7) days in advance and submitted to the Audio-Visual Department. Student events must be approved by the Office of Student Affairs before the request is made.

The Audio-Visual Department is located on the First Floor of the Library and office hours are 8:30 a.m. - 4:00

p.m., Monday through Friday.





BOOKSTORE

www.widenerlawbookstore.com

Hours for weeks of Aug. 13th ~ Aug. 17th

9:00 a.m. - 6:30 p.m.

Friday
9:00 a.m. - 3:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

302-478-0606

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WHEN IT COMES TO SAVING YOU MONEY.

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OFF ONE APPAREL OR GIFT ITEM³



ID56

SCORE CAMPUS ESSENTIALS FOR LESS

Get 8gb flash drives for only \$9.95 and save 20% on all calculators!

Plus, load up on pens, pencils and highlighters all for \$3 or less!

Find it locally or online for less and we'll beat it in-store by 10%. Excludes peer-to-peer marketplace afferings. Some restrictions apply.
 See store for details. 2. See store for details. 3. Restrictions apply. See store for details. Offer expires 10/1/2012.

Delaware Campus

See De Law News on our website law.widener.edu Two great campuses. Countless paths to success.

DE LAW NEWS Submission information

The **NEXT** issue of *The Digest* will be published on **August 20.** All information should be submitted to **Christy Farley** (**delawnews@mail.widener.edu**), 4th Floor Law Building by **NOON**, <u>Wednesday</u>, **August 15**, in order for the news to be published.

MASTER CALENDAR * ACADEMIC YEAR 2012/2013

August

- 13-18 DE and HBG Introduction to Law/Orientation
- 13-18 Fall Intensive Courses Week
- 20 Classes begin
- 20-24 Add/Drop Period

September

- 3 Labor Day holiday (no classes)
- Yom Kippur (no classes beginning with 4:00 p.m., and later classes)
- Yom Kippur (no classes)

October

- 15 In-Service Day (no classes)
- 30 DE and HBG Professional Development Day/Night (attendance required) (no classes)

November

22-23 Thanksgiving holiday (no classes)

December

- 4 Last day of classes. Make-up Day until 4:00 p.m., then classes meet in the evening
- 5-7 Reading Period
- 8-21 Final Examinations

MASTER CALENDAR * ACADEMIC YEAR 2012/2013

January

- 2-8 Spring Intensive Courses Week
- 9 Classes begin
- 9-15 Add/Drop Period
- 21 Martin Luther King Day (no classes)

February

- 12 In-Service Day (no classes)
- 21 Faculty Workshop (no classes)

March

- 4-8 Spring Break (no classes)
- 29 Good Friday (no classes)

April

- 3 No Wednesday classes meet, Tuesday schedule followed
- 29 Last day of classes
- 30-May 2 Reading Period

May

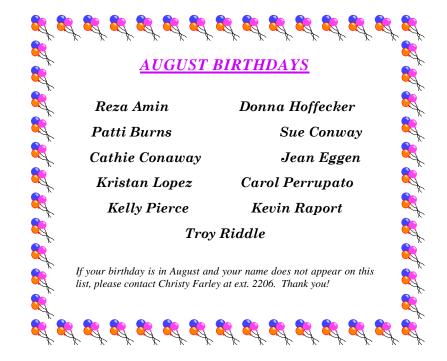
- 3-16 Final Examinations Begin
- 18 Commencement Delaware
- 19 Commencement Harrisburg
- 16-23 DE I.T.A.P. (tentative)
- 17-24 HBG I.T.A.P. (tentative)
- 27 Memorial Day
- 28 Classes begin
- 28-29 Add/Drop

July

- 16 Last day of classes
- No Tuesday classes meet; Thursday

schedule followed

- 17 Reading Period
- 18-25 Final Examinations





LEGAL INFORMATION CENTER



"Your Success is Our Success"

Orientation 2012

Welcome to the Legal Information Center (aka the law library)! We look forward to meeting you and urge you make full use of this outstanding facility and the services available to you during law school and your future legal career.

Where is The Legal Information Center?



The **main entrance** to the Legal Information Center (LIC) is on the **2**nd **floor of the Atrium**. There is also an entrance from Main Street into the **1**st floor. Although

the LIC has three floors, most of the materials you will need as a 1L are on the 2nd floor. **Locator maps** are found in holders at the Circulation and Reference desks and near the computers on the other floors. One side has a map and the other side has the **location of the items most used by 1Ls**. Library tours and orientations will be held in September as part of your Legal Methods I classes.

Computers in the Library

<u>Wireless Access:</u> Wireless access is available throughout all three floors of the library, including the group study rooms.

<u>Library Computers:</u> Eight computer stations are located on the 2^{nd} floor near the main entrance to the library. On the 1^{st} floor there are 18 ITS computers with a **Help Desk**, as well as six computers in the **CALR Lab**, which is also the default location for Westlaw/Lexis print jobs.

<u>Printing:</u> All of the library computers are attached to print release stations. You must enter your law school ID at the release station before your job will print. At this time there is no direct print option from the wireless network (no printing from laptops).

<u>Photocopying:</u> Photocopiers can be found on the 1st and 2nd floors of the library. Printing and copying cost 10 cents per page, which may be deducted from your annual allocation account (\$40 per year).

Legal Information Center Homepage

The Legal Information Center website is your electronic pathway to a wide range of important information, in a variety of formats. Why not take a little bit of time now – before you are in the midst of your classes – to find out what is available? Visit: http://law.widener.edu/LawLibrary.aspx

- The online library catalog is easily accessed through the LIC homepage or by going directly to http://libcat.widener.edu/ The catalog lists items c o n t a i n e d i n a l l t h r e e library locations: Delaware (D), Harrisburg (H), and Chester (M) campuses.
- Materials located on another Widener Campus may be requested via the *Request* button in the catalog. Materials not owned by Widener may be requested via the *InterLibrary Loan* (ILL) form, accessible from each page of the online catalog. Questions about these requests can be directed to the ILL staff:

ILL Librarian

Enza I. Klotzbucher 477-2292

<u>Circulation/ILL Assistant</u>

Kelly Pierce 477-2297

• Widener Law School subscribes to some excellent databases with which you should become familiar. Many of these **online research databases** are also accessible from off campus with your law school ID card. You may wish to sign up for automatic email updates from BNA on a variety of legal topics at:

http://tinyurl.com/5g6gkb (You must be on campus when you sign up online for the BNA

Check Out

- Widener Law Library Blog http://blogs.law lib.widener.edu/
- Our **Facebook** Page



Pinterest http://pinterest. com/lawlibde12



- Passwords for Westlaw and Lexis will be distributed in your Legal Methods class at the beginning of the semester for access to your professors' TWEN pages and for retrieving cases online. You will also be learning to find and use print sources for legal research. During October, training will be provided for both services as
- Specialized research pages have been developed by reference librarians and contain a multitude of links to assist you in conducting various types of research.

part of your Legal Methods

course.



QR Code for Law Library Survival Guide

Reference Services

Reference Librarians can assist you with legal research techniques and help you develop both print and online resource--finding skills. Their primary focus is on helping you learn how to do research, rather than simply giving you answers. It will be useful for you to read the Library Blog, at http://blogs.lawlib.widener.edu/ for notices of upcoming training opportunities, research tips, and a more in-depth focus on a selection of the library's resources.

- There are a variety of ways to contact a reference librarian:
- Email reference is available at Law.LibRef@widener.edu. Our goal is to respond to email inquiries within 24 hours.
- Instant message a librarian. The reference staff monitors AOL Instant Messenger, Yahoo Messenger (Mac and Unix

versions) and MSN Messenger during business hours when possible. To chat with a librarian, log on to your IM software and send an IM to WidenerLawLib. You can also chat with a librarian by using the "Ask A Librarian" icon on the Library's homepage. This does not require you to be



logged into your own chat program.

 Make an in-person visit to the Reference Desk which is straight ahead inside the 2nd floor library entrance. Regular reference hours are below.

Reference Desk Hours:

Monday - Thursday: 8 am - 9 pm

Friday: 8 am - 5 pm

Saturday: 9 am - 5 pm Sunday: 1pm-6pm*

 Contact a reference librarian at the reference desk by calling 302-477-2114 or individually:

Mary Marzolla, J.D 477-2157 Associate Director
Maggie Adams 477- 2039
Reference/Outreach Librarian
Christy D'Antonio 477-2187
Access Services Team Leader
Sara Gilles 477-2036
Technical Services
Enza Klotzbucher 477-2292
Reference/ILL Librarian
Janet Lindenmuth 477-2245
Reference/Electronic Services Librarian
Mary Alice Peeling, Esq477-2115 Head of Outreach Services/CALR Librarian

Circulation and Reserve

As in any research library, many materials do not circulate. Circulating materials may be checked out for three weeks. If the materials have <u>not</u> been requested by others, you may renew them.

Circulation and Reserve

Study Aids

Study Aids including Hornbooks, Nutshells, and Sum & Substance Audio CDs are located in the room behind the Reference Desk.

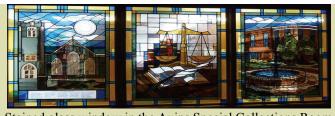
Past law school exams are posted online to the exam archive. Each faculty member decides which exams to make available to students. Visit the library homepage and click on Exams under Library Services.

CALI CDs and access codes are available at the Reference Desk. The CDs and website

www.cali.org contain interactive lessons on a variety of legal

topics.

*Please check for special hours during school breaks, Sundays, and holidays:
Circulation Desk:
302-477-2244
Reference Desk:
302-477-2114



Stained glass window in the Avins Special Collections Room

Basic Library Rules

No cell phone use in the Library.

Please re-shelve your books.

Liquids must be in spill-proof containers.

Food should not have strong odors.

Quiet is a shared responsibility.

Glossary of Library Terms

Here are a few terms you may encounter when using the Legal Information Center:

Allocation account: funds used for copying and printing that are accessed via the ID numbers on your Widener ID. JD students receive \$40 per year. Enter the numbers at the print release stations (a library staff member will be glad to show you how.)

Barcode: number printed on the reverse of your student ID that is used to identify you in the library system. Delaware campus student barcodes begin with "25034" and are 14 digits in length.

Call Number: alphanumeric code which identifies an item in the Legal Information Center's collection and indicates its location in the library. Most materials in the LIC are identified with a Library of Congress (LC) call number on its spine. *Example: KF 8742 .S914 2003.*

Catalog: a list of items owned by a library. The Legal Information Center has an Online Catalog available at: http://libcat.widener.edu

Citation: the information needed to locate a resource. A citation usually contains an author, title, publisher, and date. Case citations do not include an author or publisher, but they do include all of the information necessary to retrieve the case.

Database: a collection of computer records that are indexed and searchable. Widener subscribes to many research databases.

Hexes: six-sided clusters of computer stations near the entrance to the LIC.

Looseleaf: a printed work in a binder that allows the insertion and removal of pages that are regularly updated.

Novell Login: the username and password assigned by Information Technology Services needed to log on to the library computers.

Print Release Station: computer stations with touch screens that allow printing from the *Hexes* and use of the photocopiers.

Stacks: the book shelves where most library items are found.

Study rooms: there are nine various-sized rooms on the 3rd floor available on a first come, first served basis for group study. *Exception*: Room #8 may be reserved up to a week in advance by groups at the Circulation Desk.

Introduction to Law August 13-18

 August 13—16 (Mon-Thurs)
 8 am—10 pm

 August 17 (Friday)
 8 am—7 pm

 August 18 (Saturday)
 9 am—5 pm

 August 19 (Sunday)
 12 pm—9 pm

REGULAR LIBRARY HOURS

Monday -Thursday 8 am - midnight
Reference Desk Hours: 8 am - 9 pm
Friday 8 am - 11 pm
Reference Desk Hours: 8 am - 5 pm
Saturday 8 am - 10 pm
Reference Desk Hours: 9 am - 5 pm
Sunday 10 am - midnight
Reference Desk Hours: 1pm - 6 pm*