

Meet the Library Staff

There have been a few changes in our team since the last Law News, so allow us to introduce everyone.

The new Acting Manager for the Business and Law Libraries is Catherine Clark. Catherine is returning to the Law Library having been here a few years ago.

The Reader Services Librarians are Carol Hicks, Marilyn Boyle and Justin Booker. These Law Librarians can assist you with research and using information resources. They can be contacted on extension 3517 or ask a librarian via the [library home page](#).



Catherine
Clark



Carol
Hicks



Marilyn
Boyle



Justin
Booker

The Enquiry Desk Staff includes Sally Kenton and Tatjana Petrovic, Senior Library Officers along with Pauline Yeung, Elisabeth Horry, Angela Germanier, Richard Askam and Peter Sauvage. The newest addition to the team is Michaela Venn and we heartily welcome her aboard. These staff members can assist you with loans and the Reserve Collection. Pauline and Richard can also assist you with CMO enquiries. You can call the enquiry desk on extension 2351 or contact on lawlib@library.uwa.edu.au



Sally
Kenton



Tatjana
Petrovic



Pauline
Yeung



Richard
Askam



Elisabeth
Horry



Angela
Germanier



Peter
Sauvage



Michaela
Venn

Absent from the team this year is Alissa Sputore who left late last year to move to Melbourne. She is now at the University of Melbourne in the role of Faculty Research Manager of the Melbourne Law School. We wish her all the best for her future.

With the departure of Alissa there is currently no Senior Law Librarian in the Law Library. This position will be filled as soon as possible.

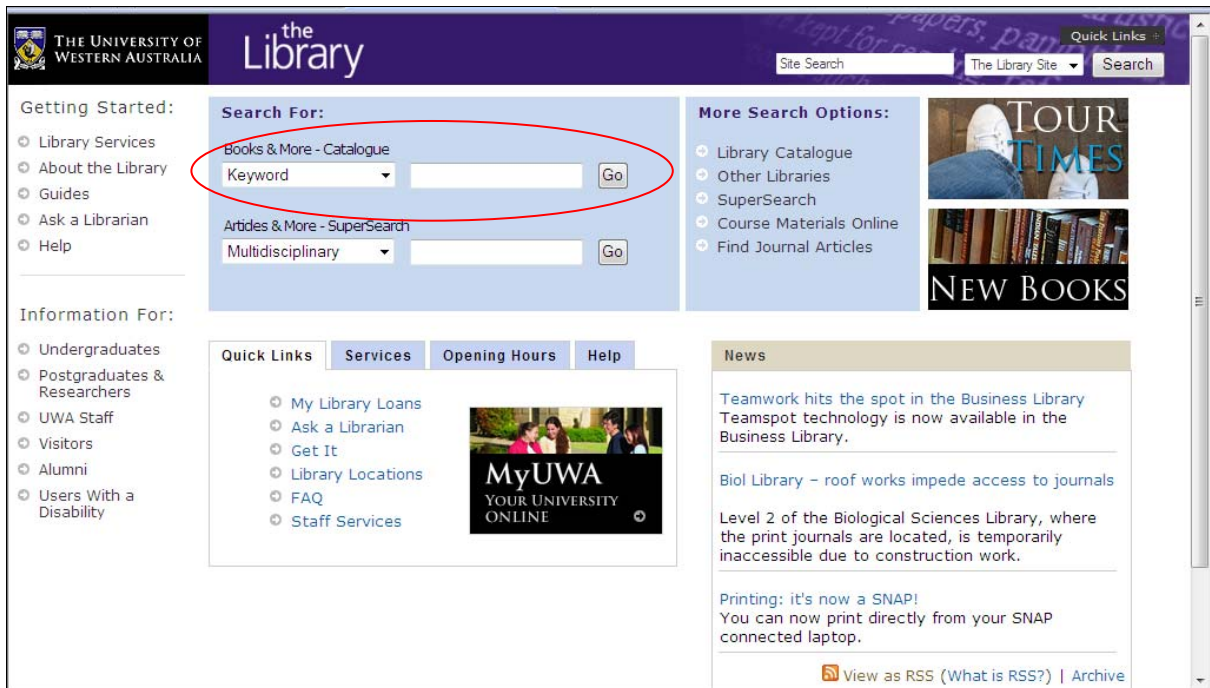
Just when you thought it was safe...

...everything changes!

Welcome to the first Law Library News of 2009. Every year brings changes and this year is no different. Changes already include the Library updating the Library Web site, the Library Catalogue and the Ask a Librarian service, all of which are talked about in this edition. Also included are some tips and tricks for CMO and opening hours for the semester. Read on!

The Library Web site

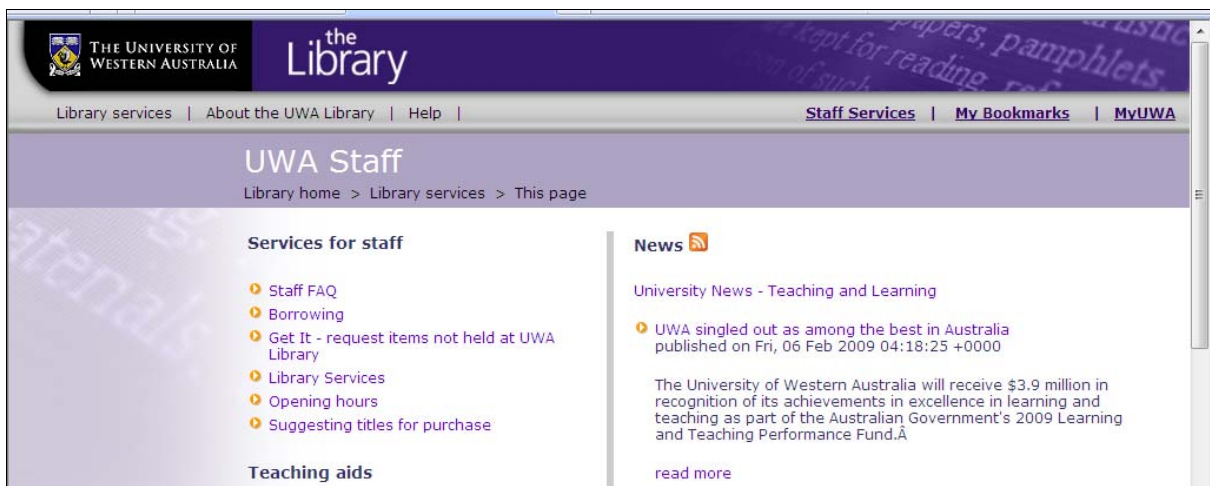
You may have already noticed that the Library Web site has had a make over. We hope that this new-look page will provide better access to library services and resources.



- ✓ Search the catalogue or a SuperSearch quick search for journal articles from the blue banner on this page
- ✓ Use the **More Search Options** links to go to the full service page. The first link is to the Library Catalogue
- ✓ Click on the tabs next to **Quick Links** to access other Services and library information
- ✓ Under **Information For:** check out the page just for **UWA Staff**
- ✓ The **Ask a Librarian** link is now on the left under **Getting Started**

UWA Staff information

We now have a page dedicated to UWA Staff. You can find it under Library services.







The Library Catalogue

- ✓ Click on **Library Catalogue** under **More Search Options** on the Library Web site to see the new-look catalogue
- ✓ The default search is **Keyword**. Click the drop-down menu to select other search options
- ✓ Click on the **Advanced Search** tab for more search options
- ✓ Note the search tips on the right side of each screen

The screenshot shows the library's search page. At the top left is the University of Western Australia logo. The main header is purple with 'the Library' text. Below the header are navigation tabs: 'Search', 'Advanced Search', 'Course Materials Online', and 'SuperSearch'. The 'Search' tab is active, showing a search box with a 'Keyword' dropdown menu, a search input field, and 'Search' and 'Clear' buttons. Below the search box is a 'Limit search to: (optional)' section with a checkbox for 'Items available for loan' and several radio button options: 'Entire collection' (selected), 'Online', 'Books', 'Journals', 'UWA theses', 'DVDs/videos', 'Maps', and 'Law Reports'. On the right side, there is a 'search tips' section with text explaining keyword search tips, such as using quotation marks for phrases and searching multiple words as distinct keywords. At the bottom, there are links for 'Conditions of Use', 'Search this Web site', 'Site map', 'Help', 'Ask a Librarian', 'UWA home', and 'UWA student home', along with a copyright notice for WebPAC PRO.

Click on the **Book covers** link to Google Books information

The screenshot displays a search results page for the keyword 'LAW'. The results are listed in a table-like format. Each entry includes a book cover image, a title link, the author/publisher information, and a table with columns for 'LOCATION', 'CALL NO.', and 'STATUS'. The 'IN PROCESS' status is shown at the top right of the results area.

	LOCATION	CALL NO.	STATUS
23  Forensic science and law : investigative applications in criminal, civil, and family justice Boca Raton, Fla. : CRC/Taylor & Francis, 2006	LAW	347.7367 2006 FOR	AVAILABLE
24  International criminal law deskbook Grant, John P Sydney ; Portland, Or. : Cavendish, 2006	LAW	345 2006 INT	AVAILABLE
25  Defense in international criminal proceedings : cases, materials and commentary Ardsley, N.Y. : Transnational Publishers, c2006	LAW	345.5044 2006 DEF	AVAILABLE
26  The psychology and law of criminal justice processes Levesque, Roger J. R New York : Nova Science Publishers, Inc., c2006	LAW	364.973019 2006 PSY	AVAILABLE

Advanced Search

Use Advanced Search to expand your search results

The screenshot shows the 'Advanced Search' interface. At the top, there are navigation tabs for 'Search', 'Advanced Search', 'Course Materials Online', and 'SuperSearch'. The main area is titled 'advanced keyword search' and includes a 'Please fill in the form, select limits, and click Submit.' instruction. There are four 'Any Field:' dropdown menus, each followed by an 'And' dropdown menu. A 'Search' button is located below these fields. To the right, there is a 'Clear Form' link. Below the search fields, there is a 'Limit search to: (optional)' section with a checkbox for 'Items available for loan'. At the bottom, there are radio buttons for 'Entire collection' (selected), 'Online', 'Books', 'Journal titles', 'UWA theses', 'DVDs/videos', 'Maps', and 'Law Reports'. On the right side, there is a 'search tips' section with sub-sections for 'Truncation' and 'Phrase searching'.

Ask a Librarian



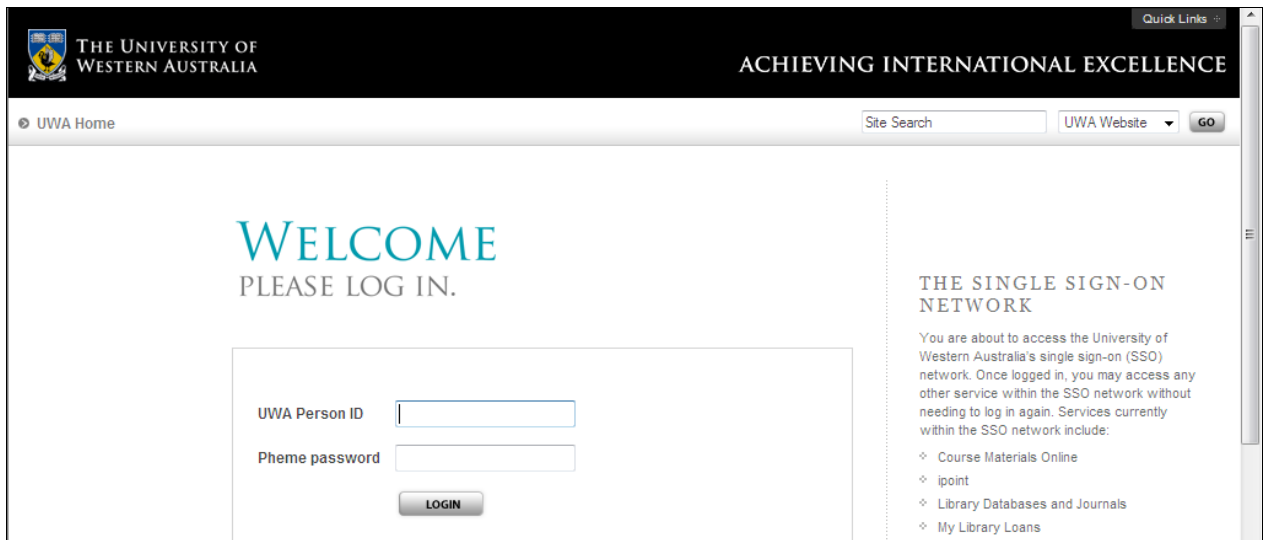
- ✓ The Library Ask a Librarian email information service is soon to be replaced with the UWA iPoint software
- ✓ When you click on the Ask a Librarian link under Getting Started on the Library Web site you will be directed to iPoint to submit your information request

The screenshot shows the IPOINT - ANSWERS ONLINE ANYTIME website. At the top, there is a header with the University of Western Australia logo and the text 'IPOINT - ANSWERS ONLINE ANYTIME'. Below the header, there are navigation tabs for 'Answers', 'Ask a Question', and 'My Stuff'. The 'Ask a Question' tab is highlighted with a red circle. To the right of the tabs are 'Login' and 'Help' buttons. Below the tabs, there is a search bar with a 'Search by Category' dropdown menu (set to 'All'), a 'Search by Keyword' text input field, and a 'Search' button. Below the search bar, there is a '614 Answers Available' notification and a 'Page: 1 of 41' indicator. The main content area displays a list of questions and their corresponding answer IDs. The questions are listed in a table format with columns for the question text and the answer ID.

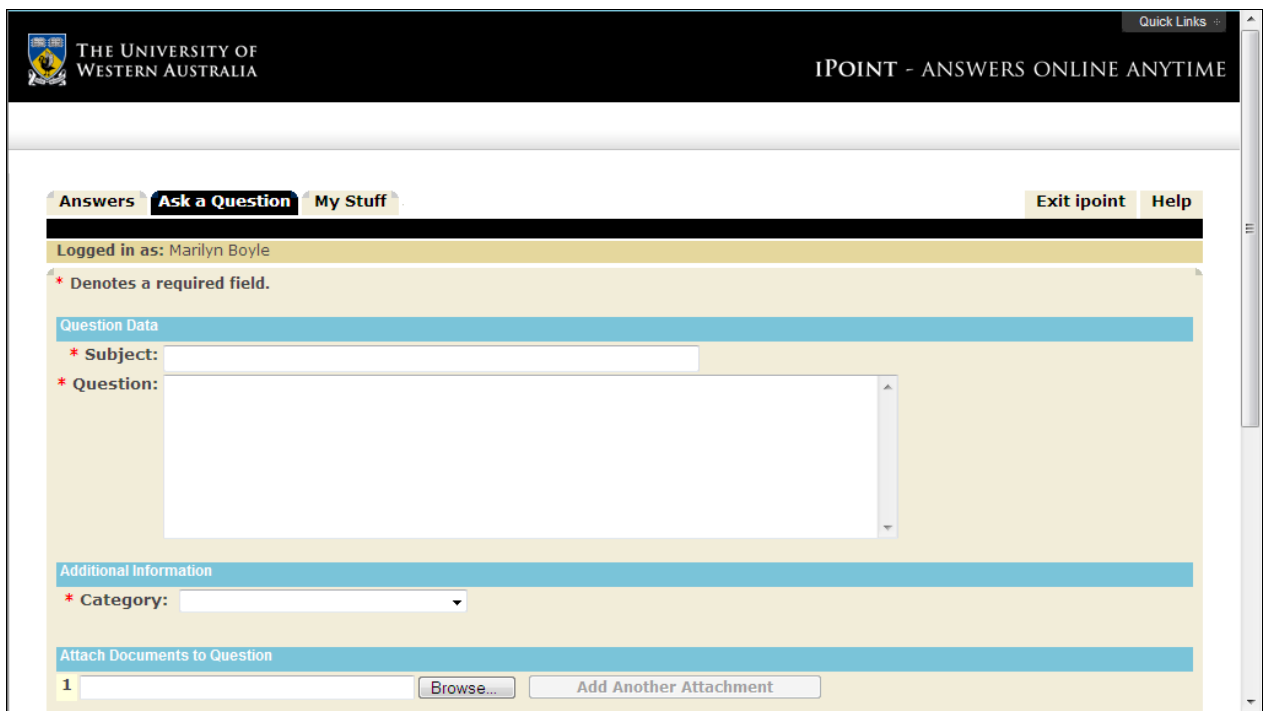
Summary	Answer ID
If I fail my unit, what can I do?	86
How do I transfer to a different course?	198
How do I add a unit to my enrolment?	181
Updated - What does each grade code mean?	85
What are the rules for my Exams?	74
I have applied to transfer. Do I re-enrol now?	467
I have an INVALID unit. What should I do?	199
What is special consideration?	68
How do I know if I have successfully re-enrolled?	185
Where can I get help doing my timetable and online class registration (OLCR)?	512
Where are my examinations held?	15
Updated - When do I receive an invoice for my tuition fees?	128
Why can't I make changes to my enrolment on studentConnect?	502
Updated - Who is my Faculty Adviser?	34

- ✓ Click on the Ask a Question tab to send us your question

- ✓ You will need to login with your Pheme login and password to lodge your question.



- ✓ Complete the required fields; **Subject** and **Question** and select from the **Category** menu.
We'll get back to you as quickly as possible
- ✓ Exit iPoint when you are finished



Please contact the Law Librarians if you need help or more information.
Telephone: x3517
Email: law-ref@library.uwa.edu.au

CMO Tips and Tricks

Some handy helpful reminders on using Course Materials Online

1. Using "Save all and exit" and "Logout"

Please remember to use "Save All and Exit" when you have made changes to your list, otherwise your changes could be lost.

If you don't wish to save your changes then use "Cancel all and exit".



Please always use the "Logout" link when you are finished, rather than just shutting the browser window or tab.

If you don't use "Logout" the list will remain locked preventing other appropriate staff from actioning the list as required.

**You have locked list *Reading Film (ENGL2217)* for editing.
The list will remain locked by you until you select "Save all and exit", "Cancel all and exit" or you log out.**

2. Viewing a list without editing

If you just wish to view rather than edit a list please use the view icon (the magnifying glass). This ensures that the list is not locked by you.



3. Checking the Digital Repository before requesting a new item

Please search the Digital Repository before requesting any articles, cases or book chapters. It may already be linked or scanned and you can just add it to your list straight away, rather than making a new request.



In the Federated Search make sure the Digital Repository box is ticked and search by the article or chapter title.

If your desired item is found by your search you can then use the "Add to list" option.



4. School vs Discipline

Please always ensure that you enter your School into the "School" field of the CMO request form, rather than your Discipline or Faculty.

School information can be found on the University Website's Faculties and Schools webpage: <http://www.uwa.edu.au/faculties>

5. Completing citation information

Please ensure that all citation information is entered in the CMO request form. This ensures that your request will be processed correctly and quickly.

6. Attaching PDFs to new requests

You do not need to attach PDFs if the item you require for CMO is from one of the Library's subscribed online journals.

This is really only designed for if you happen to have a scanned copy of an article from a print work that isn't available online.

7. Want to know more?

Please take a look at our new CMO Guide for Academic

Staff: http://libguides.library.uwa.edu.au/managing_reading_list

First Semester opening hours

Opening Hours First Semester 2009

Monday 23 February - Sunday 31 May 2009

Mon-Thurs

8.00am - 10.00pm

Fri

8.00am - 6.00pm

Sat-Sun

10.00am - 6.00pm

Opening Hours First Semester Exams 2009

Monday 1 June - Sunday 21 June 2009

Mon-Fri

8.00am - 11.00pm

Sat-Sun

10.00am - 6.00pm

This newsletter has been prepared by the Reference Team in Law – please contact us if you have any queries or feedback – x3517 law-ref@library.uwa.edu.au