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## HEAFEY HEADNOTES

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### IMPROVE YOUR SEARCH ON OSCAR: USE THE "KEY-WORD" OPTION

By Aquinas Tambimuttu

Are you unable to locate a book on OSCAR (On-line Santa Clara Automated Retrieval)? If so, try the "Key-Word" search option (instead of the "Title" or "Author" options). You may use the key words in the title or the subject of the book.

If, for example, the volume to be located is California Compendium on Professional Responsibility--

(a) From the Main Menu screen, key in the letter option "K" (for Key Word/s in subject/title).

(b) Then key in a couple of words from the title.

Merely keying in the words "compendium" and "responsibility" will produce the bibliographic information on California Compendium on Professional Responsibility, along with information on its location (At which library/ies on campus).

If the words keyed in are "professional" and "responsibility," the search is broadened-- the screen will produce about 162 entries (including titles of several books at Orradre Library), and entry #15 lists the "Compendium...."

The advantage of using the "Key-Word" option, instead of, for example, the "Title" option, is apparent in the following illustration-- If the "Title" option is selected and one of the words keyed in is incorrect, the screen might indicate, "Title not found": If the title being searched is California Compendium on Professional Responsibility, and the title keyed in is California Compendium of Professional Responsibility, the screen will indicate "Title not found," merely because the word "Of" was substituted for "On." Use of the "Key-Word" option will enable you to circumvent this problem.

If you fail to locate a book even after using the "Key-Word" option, seek assistance from a member of the full-time staff.

For more suggestions on improving your search: From the "Main Menu" screen select the letter option "N" (for News and Information). Then, from the "Information" screen, select "03" (for "Improving your Search"). The screen will display more suggestions.

## NEW BAR-CODED LIBRARY CARDS: CAN BE USED AT ORRADRE, TOO

With the automation of the law library, students no longer will have to pick-up new library cards at the beginning of each fall semester.

A bar-coded plastic library card will be issued to each student this fall. Each card will be valid until the student to whom it is issued passes the bar exam.

After passing the bar, former students can maintain the validity of the same library card by paying an annual fee. (Ask a member of the full-time staff for information on rates.)

Cards issued to students will not indicate a date of expiration. The system, however, will be programmed to prevent use of a card when the patron to whom it is issued no longer enjoys library privileges.

All library cards issued to faculty and staff, except the cards of those whose "borrowing status" has changed, will be automatically renewed by the system year after year. Therefore, these cards, too, will not indicate a date of expiration.

Cards sold to SCU Law School alums, and non-alum attorneys, which are valid for one year from the date of purchase, will indicate a date of expiration.

Law School students, faculty and staff will use the same bar-coded cards issued by the Heafey Law Library, to check-out library materials at the Orradre and Science libraries on campus.

Those who have not picked-up their bar-coded cards may do so at the Circulation Desk of the law library.

### STAFF NOTES

Barbara Friedrich, Public Services Librarian since Aug. '86, will assume duties as Head of the Reference Dept. Friedrich was a librarian in the Reference Dept. at Heafey from March '85 through July '86.

Jill Stephens, a Reference Librarian at Heafey since Aug. '90, resigned, effective Aug. 31, '92, to pursue a graduate degree in law librarianship at the Univ. of Washington in Seattle. Stephens said this program in Seattle is open to those who already hold a J.D.

*Heafey Headnotes* is published twice a year.

Aquinas Tambimuttu

Editor

Norman Davidson

Production Manager

# WHAT'S A CARD-CATALOG, MOMMY?

By Aquinas Tambimuttu

While the relentless growth of library on-line systems nation-wide has placed the traditional card-catalog on the endangered list, the advent of this new technology at SCU has placed the law library's card-catalogs, more or less, on the extinct list.

Following the completion of the automation of libraries project at SCU this summer, the only current and functional card-catalog in the law library constitutes just one drawer of cards-- for the library's collection of law school catalogs (for most of the law schools in the nation), and telephone directories. This catalog, too, eventually will be on-line.

For the present, the library will continue to maintain another drawer of cards-- the index to past exam questions of the Santa Clara School of Law. This index indicates which volume of exams contains exam questions by a certain professor on a certain subject. In the future, it is possible that this index may not be in its present form.

Both these drawers of cards are at the circulation desk and are accessible to patrons from the main reading room side of the circulation desk.

The Heafey Law Library's main card-catalog is no longer functional: All the cards have been removed and discarded. This catalog had not been updated for several months in anticipation of the catalog going on-line, and thus was somewhat out-dated.

The wooden framework of this former main catalog will remain in the main reading room for now. A decision will be made in the near future on whether to retro-fit this framework and house the OSCAR terminals on this, or to remove this framework and purchase new furniture to house these terminals.

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## NO SWEAT!

For faculty and students alike, checking out a pile of books from the library no longer will be a time-consuming and irritable task requiring a check-out card filled out for each book.

With the completion of the automation of libraries project at SCU, the only exertion required of patrons in order to check-out books, probably, will be for them to find their bar-coded library cards.

The circulation departments at Heafey, Orradre and Science libraries and the acquisitions and cataloging departments at Heafey and Orradre are now automated.

Fred Gertler, Associate Librarian: Systems, at Santa Clara, said that the implementation of the project was a great success. He expressed the hope that the new automated system will be used with as much enthusiasm shown by the project team and also with as much satisfaction gained by this team in making OSCAR a reality.

(Continued on next page.)

This project team was composed of personnel from all three libraries on campus.

The law library began checking out books on this system on July 8, 1992.

This system, among its other functions, searches and prints the previous day's overdue-books and fine notices in less than 15 minutes-- a task that usually required a couple of hours when done manually.

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#### AALL INSTITUTES WERE A SUCCESS

The two institutes of the American Association of Law Libraries (AALL), hosted by the Heafey Law Library this summer were a "Huge success," said Jill Stephens, Reference Librarian, one of the librarians who handled the local arrangements for the AALL.

One hundred and thirty law librarians from across the country, and one law librarian from Thailand, attended the institutes held on the SCU campus from July 13 through July 17.

One of the institutes, Introduction to Legal Reasoning, was specifically designed for law librarians who had not attended law school. The other institute was on cataloging.

Kendra Anderson, Acquisitions Librarian, who handled the local arrangements for the institute on cataloging, said, "The positive feedback was terrific. The participants were gracious and very appreciative," adding that they all seemed grateful for the opportunity to improve their understanding of the subject, as well as

to network and enjoy their professional relationships.

Following are excerpts from the feedback Anderson received:

\* Good job. Institute was very well organized; instructors were good; food was good-- loved the winery.

\* Longer(duration), or more frequent institutes.

\* Excellent institute. The problem solving aspect(having real problems submitted), was a great idea. Participatory hands on stuff was very educational.

\* More cataloging institutes. Never-ending need for continual updates.

\* One and one-half hours is not enough time for many topics.

Stephens, who handled the local arrangements for the institute on Legal Reasoning and the Law, received feedback on this institute from Thailand-- from the law librarian and research assistant at a Bangkok law firm who traveled all the way to Santa Clara to participate. She writes, "I found it most educational and very well organized. [The senior partner and other senior attorneys] at our firm,...are very interested in using the materials for in-house training of our Thai lawyers. Legal reasoning is not a part of the Thai law school curriculum, resulting in a definite deficiency in the skills they need to serve our multi-national clients."

The AALL organizes institutes for law librarians twice a year, once in the winter, and once in the fall, in different parts the country.

# ON-LINE UPDATE

By Prano Amjadi

With just a quick glance at the opening screen menus of WESTLAW and LEXIS, it becomes quite clear that both on-line services have new surprises in store for returning students. Both services are attempting to make their systems easier to use and to provide more complete coverage of legal and news information.

LEXIS has added some new choices to their icon menu including: home-access information, an on-line student-loan application process (not available until November), help for Windows or the program manager, systems functions such as formatting diskettes, one step citation checking, and other applications, including word processing software, and access for subscribers to the e-mail network of professors (only for LEXIS student representatives).

WESTLAW lets you choose Windows or DOS formats for WESTLAW searching, and provides two forms of Westcheck cite checking, a tutorial program, and the ability to format your diskettes for downloading.

We encourage you to take the time to try using the windows format which may speed up your search and make it generally more fun.

Many general information databases are available, through DIALOG on WESTLAW, and NEXIS on LEXIS, to explore the latest on a favorite topic.

Any questions? Speak to a reference librarian, or the student representative

of WESTLAW/LEXIS. Both services have toll free 800 numbers, too.

## KEY-IN YOUR SUGGESTIONS ON OSCAR

Do you have any suggestions on the On-line Santa Clara Automated Retrieval (OSCAR)? If so, you may tell OSCAR by keying-in your suggestions on OSCAR.

From the Main Menu screen, select the letter option "N" (for News and Information). Then, from the "Information" screen, select the letter option "S" (for Suggestions), and key-in your suggestion.

You may key-in up to six lines of text. Then, press "Return."

Please note that only suggestions on OSCAR may be keyed-in. Other suggestions, bouquets and brickbats for the law library staff should be deposited in the Suggestion Box.

The Suggestion Box is near the exit gate on the Circulation Counter.

## STOP PRESS:

Leslie Campbell joined the Heafey staff as the Head of the Circulation Department on Sept. 8, 1992. Profile in next issue.

## SUGGESTIONS ON SEARCHING FOR LEGAL MATERIALS ON OSCAR

■ OSCAR provides bibliographic access to materials owned by the Heafey and Orradre libraries on campus. (Bibliographic data on materials at the Science Library, too, can be accessed.)

■ OSCAR does not provide the full text of cases, statutes or law review articles.

■ In attempting to locate legal materials on OSCAR, DO NOT search by legal citation-- e.g., 397 U.S. 220, T. 17 U.S.C. 501, or 21 UCLA L.J. 324.

■ Before searching on OSCAR, first determine the title of the court report, statutes or law review volume. Then select the "Title" option on OSCAR and key in the title of the set: e.g.,

U.S. Reports or  
South Eastern Reporter. If

unsure of the exact title, select

the "Key Word/s" option, and key in a couple of words from the title. OSCAR will provide the call number and location of the set. (If the set is available at Orradre, too, that information will also be displayed on the screen.) Locate the set and retrieve the proper volume to find the case, statute or article being searched.

■ If you are unable to decipher an abbreviation, consult an abbreviation dictionary such as Bieber's Dictionary of Abbreviations. The latest edition is located in the Reference Room-- Call # KF 246 P74



■ If you are still unable to locate the material you need, please seek the assistance of a reference librarian.



## WE GET QUESTIONS

by Mary Hood, Associate Director

What happened to the list of Law Library Periodical Titles in the binders?

For over 12 years the Law Library maintained a list of periodicals classified in K1-30 and shelved in the periodical collection. The list was updated on an irregular basis.

This list was created at a time when none of the periodicals to which the library subscribed were cataloged, and therefore could not be located in our card catalog. The list was designed as a temporary solution to inform our patrons about the titles we held until such time as all of the titles were cataloged. This list was not comprehensive since it did not include periodicals which were shelved in other parts of the library - e.g. International legal materials, shelved in the JXs.

With the implementation of OSCAR, all

of our periodical titles are now available through our online catalog. The decision was made to discontinue the list, since OSCAR could provide the information more effectively and, in addition, provide more comprehensive information about all periodical subscriptions.

You can now locate all periodical titles to which the library subscribes (not just those shelved in the periodical collection) by searching on OSCAR. If there has been a title change, that information will be indicated on the system - in addition to giving you the call number, location, status of each volume, and the latest issue received. The database is updated constantly so that it is always current. (You won't have to wait six months for us to update our list.)

You can search for periodical titles using the title index. For this you need the exact title or at least the beginning of the title. You can use the subject index to locate periodicals on particular subjects, e.g. International Law; or you can search under the subject heading "Law - Periodicals," which will give you an alphabetical listing of all our periodical titles regardless of call number or location.

You can also continue to browse the periodical collection listings. The call numbers of titles shelved in the Periodical Collection are assigned basically in alphabetical order. If you are looking for a periodical- title beginning with the letter "A," it will have a call number beginning with K1; a title beginning with the letter "C" will have a call number beginning with K3, etc. HOWEVER, you should be aware that the call number is assigned to the

original title of the periodical. (This cuts down on having sets either shelved separately or having to be shifted with each change in title of journals.) So if you browse the collection on the shelves and do not find a periodical, please search on OSCAR before assuming the law library does not own it. For your convenience, there are remote OSCAR terminals located throughout the Law Library: one upstairs by the elevator in the periodicals section; one upstairs at the head of the north stairs near the newspaper collection; one in the first floor federal stack area near the fire exit door.

If you are having trouble using OSCAR or locating any material, please ask at the reference desk and we will be happy to assist you.

(The Suggestion Box is near the exit gate on the circulation counter.)

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(Continued on next page.)

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