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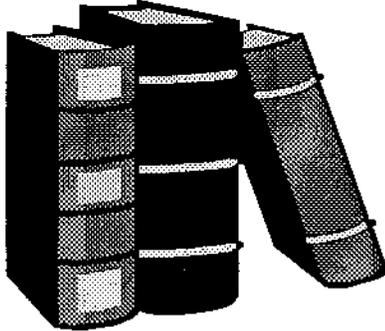
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HEAFEY HEADNOTES

November 1999

Volume 10 Issue 2



A Shift is Coming

Fall is a good time for change; clocks change, leaves change. Fall, actually Fall semester, is also a good time for a change at Heafey. At the end of the Fall Semester the library will begin changing the layout of materials in the collection. It's a slow change that will continue into next Semester.

The first phase of the shift is scheduled to begin as soon as classes are over. But the bulk of the first phase will not begin until the week after finals. The goal of the first phase is to create enough space on the first floor to bring the Regional reporters for the Southern areas off the second floor and shelve them with the Regional reporters for the Northern and Western regions.

The Southern reporter sets will be temporarily relocated in the compact shelving near the Microform room while space is created on the first floor.

After the first floor has been rearranged, a process that will hopefully be completed by the time Spring semester begins in January, the second floor will be shifted gradually over the Spring and Summer. The focus on the second floor is to create more space in growing areas of the collection such as tax, international law, and intellectual property.

Library Staff is planning to do most of the shifting during off peak times like semester breaks and spring break so we will not disrupt students studying for exams. Throughout the shift of the library signs will be posted in the affected

areas. If you experience any difficulty locating an item at any time, shift or not, please come to the Circulation or Reference desk for assistance.

LIBRARY EXAM HOURS BEGIN NOV. 27.

See page 2 for details.

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**LIBRARY EXAM HOURS
NOV. 27. THROUGH DEC. 15**

**EXAM HOURS ARE:
MON-THURS. 8AM-2AM**

FRI. 8AM-MIDNIGHT

SAT. & SUN. 9AM-MIDNIGHT

**CALL EXT.4072 IF YOU HAVE
QUESTIONS ABOUT LIBRARY
HOURS.**

**POST EXAM HOURS IN EF-
FECT DEC. 16- JAN. 9, 2000**

Dec. 16: 8am-Midnight

Dec. 17: 8am-8pm

Dec. 18: 9am-5pm

Dec. 19: 10am-6pm

Dec. 20-22: 8am-6pm

Dec. 23: 8am-3pm

CLOSED DEC.24- JAN. 3

JAN. 3-7: 8AM-8PM

JAN. 8: 9AM-5PM

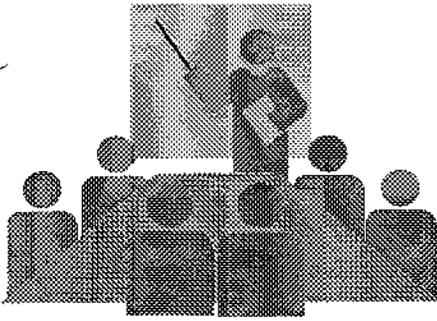
JAN. 9 Regular hours Resume

**THE LIBRARY
WILL BE
CLOSED
THANKSGIVING
DAY NOV. 25**

**LIBRARY
HOURS FOR FRI.
NOV. 26 ARE:
9AM-9PM**

**LIBRARY
CONFERENCE
ROOM
REMINDERS:**

1. There is no food or drinks allowed in the conference rooms.
2. You may book conference rooms for a month in advance.
3. Rooms are held for only fifteen minutes, then are given to other groups. Let the Circulation Desk know if you'll be late.
4. The two large rooms, White and Warburton, are for study groups of more than 6 people. They are only available to groups of less than 6 if no other rooms are available.



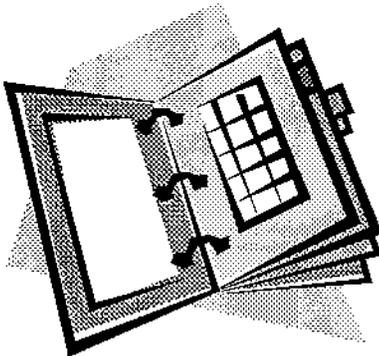
CONFERENCE ROOMS:

(Continued from page 2)

Conference Room maximum occupancy is:

Clougherty: 6 people
Glennon: 6 people
White: 20 people
Warburton: 20 people

5. The time limit on rooms is three hours per day per group, not per individual. Groups should not monopolize rooms by having different members sign up one right after the other. There are other places on campus to study and only four conference rooms in the library. Give other people a chance.



WHERE ELSE TO STUDY ?

The conference rooms and the law library are not the only places available on campus to study.

Orradre, the undergraduate library across from Benson Center has numerous conference rooms that law students may reserve.

Shappell Lounge located across from the book store is open 8am-midnight most days including Sundays.

Heafey Lobby though the library does not open until 8am the Heafey building is unlocked and available at 6:30 am.

Undergraduates will be done with their finals the first week of law school finals. But, undergraduate buildings including the comfortable lobby of the Arts and Sciences building (formerly known as the CPPAE building) will not shut down until the university closes at 3:00pm on Thursday Dec. 23



For those who don't mind a little distraction with their studying there is also **the Benson Center Basement and the Mission Terrace Bakery**. Benson opens at 7am and the bakery begins serving at 7:30.



Heafey Headnotes is the bi-semester publication of Heafey Law Library, Santa Clara University for law students, faculty, staff, and friends of the library.

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 Kevin Schweikher,
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HEAFEY CLIMATE CONTROL

Extreme temperatures and microclimates- hot one place cold a few feet away, are a way of life year round in Heafey. The reason for this is simple. The central heating/cooling for Heafey comes from two systems in the basement. One system is thirty-five years old while the other system was put in when Heafey underwent its first major renovation in 1988. Extreme temperatures are typically a result of the old and new systems working against each other.

Maintenance of the systems is conducted by the University Facilities Department. They are the ones who can turn the temperature up or down. This isn't as simple as simply turning a dial, it requires workers to go to the units and make them cooperate.

The library staff reports complaints and requests work orders from the facilities department. Replacement of the system can cost more than \$10,000. therefore every complaint that is passed on is evidence that the money for a replacement system would be well spent. Meanwhile, try a different location in the library— with so many fluctuations there's bound to be a climate just right for you.



Two new staff members have come to Heafey. Both are joining the Circulation Department.

Monica Rose comes to Heafey from Orradre Library. Before Orradre Monica worked at Arizona State University Law Library.

Carol Young comes to Heafey from Ohio where she worked for the IRS and Cleveland State University.

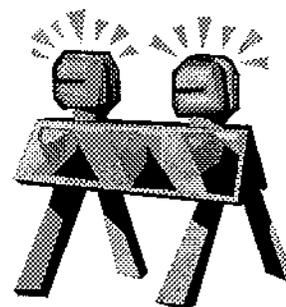
Both Monica and Carol are the weekend staff members in Circulation.

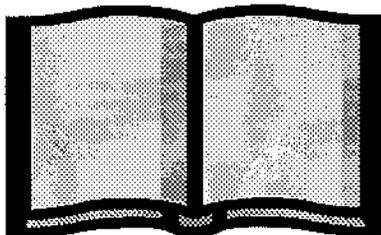
Katherine Hall

Kathy is not new to Heafey, but she has a new assignment. Kathy is now a Reference Librarian at the Reference Desk.



During finals, library staff will be checking i.d.s at the entrance to the library. Carry your i.d. card (your Access card) with you at all times or you may not be allowed into the library.





The Easy Steps to finding a professor's old exams.

Copies of professors' old exams are available in the law library and on HeafERes. Getting your hands on the exams either way is a quick and painless process.

IN THE LIBRARY:

- 1.) Come to the Circulation desk.
- 2.) Ask to see the "index to exams". The index lists all the exams on file, by professor and year. An **F** next to a year means we have the final for that year on file. An **M** next to the year means we have a midterm for that year.
- 3.) Tell the desk attendant what year you would like to see. Exams are bound by year. Only the most recent five years 1993-1998 are available at the Circulation desk.

Exam books prior to 1993 are located in the Stauffer Room at KF292 S3 A2. Any exam book removed from Stauffer or the Circulation desk must be checked out even if you're just making copies.

During peak times you may be allowed to only take one exam book at a time.

ON HEAFERES:

- 1.) Enter the "library" course page.
- 2.) Click on exams. **Only exams for 1998 are available on HeafERes.**
- 3.) The password to enter the exams was distributed by the Law records Office earlier in the semester. If you do not know the password come to either the Circulation or Reference Desk.

Once you've located the exam you want, just click on it and you can either print or download it to disk.

Some professors have requested that their exams not be loaded on the web. You may only be able to find your professor's exams on file in the library.

What if my professor doesn't have a recent or any exam on file?

The library only files exams which professors have released for publication. Some professors have not released an exam every year.

For professors who are new or have not released a recent exam, the next option is to check the professor's course reserve. It may be your professor has put copies of exams on reserve.

To find out what a professor has on reserve:

- 1.) Go to an OSCAR terminal.
- 2.) Choose the "Reserve lists" option
- 3.) Choose to search either by professor name or course title. Type in the information.
- 4.) Listed will be everything that your professor has on reserve for that particular class.

Professors' personal copies of items such as exams are filed, alphabetically by the professor's name, in the red boxes in the alcove across
(Continued on page 6)

EXAM LOCATING

(continued from page 5)

from the entrance into the Stauffer Reserve room.

You may find that the professor has also put sample answers on reserve in addition to exams. **The library's exam file does not contain answers.**

Another option is to also check and see if the professor has loaded any exams on their course page on HeafERes. Professors may password their pages and should distribute passwords in class.



THE LIBRARY STAFF WISHES YOU
GOOD LUCK ON YOUR FINALS.

Library Administration:

Dean Mary Emery
Patti Hallead
Mary Hood

Library Public services:

Reference:

Prano Amjadi
David Bridgman
Dolores de la Fuente
Katherine Hall
Ellen Platt

Circulation:

Mike Ford
Gus Lane
Monica Rose
Kevin Schweikher
Carol Young

Library Technical Services:

Whit Alexander
Diane Cascio,
Dolores de la Fuente
Marilyn Dreyer
Tammie Prichard

Library Computer Services:

Hadi Amjadi

HAVE A JOYOUS HOLIDAY SEASON. ENJOY
YOUR BREAK. GOOD LUCK IN Y2K.