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Heafey
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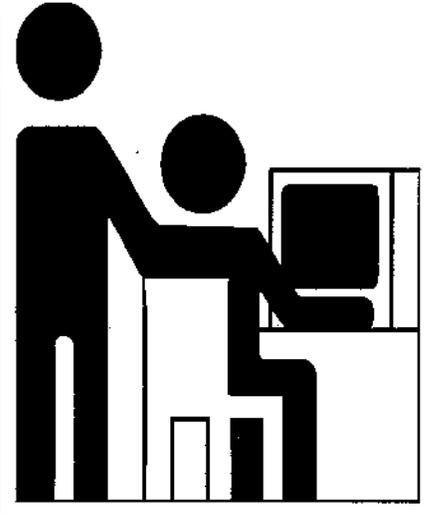
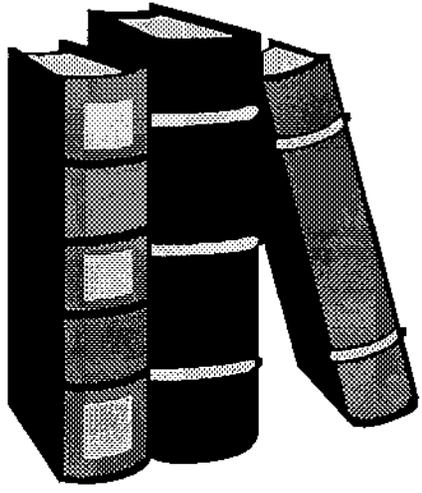


HEAFEY HEADNOTES

August/September 2000

Volume 11 Issue 1

WELCOME TO SCU LAW FIRST YEARS
AND TRANSFER STUDENTS.



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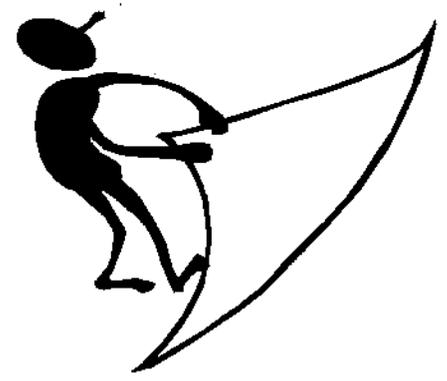
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WELCOME BACK 2LS, 3LS, &
4LS.

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School Intranet, Online
Course Reserves, Old
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HEAFEY LAW LIBRARY- GENERAL INFORMATION

The Reference Desk:

Ext: 4452

Hours:

Mon-Thurs: 9am-

9pm

Fri: 9am-5:30pm

**Sat & Sun: 10am-
4:00pm**

What Reference Can do for you:

Answer the following:

- Where can I find.....?
- How do I use.....?
- Do we have.....?
- Can we get.....?

Document delivery/

Interlibrary Loan

- What? Where? How?
Why? Who?

Show you the following:

- Tips & Tricks for:
OSCAR
Westlaw/Lexis
THE LABS
- CD-ROM Networks
on campus
- The Law Library

- Train you to
efficiently use:

- OSCAR
- WESTLAW/LEXIS
- Major Library
Resources

The Circulation Desk:

Ext: 4072

Hours:

**Regular Staff
available all hours
library is open**

What Circulation Can do for you:

- Answer the follow-
ing:
- What if my books are
overdue?
- How can I reserve a
conference room?
- What are the library
hours?
- How do I put a search
or hold on a book?

- Show you the
following:

- How to locate course
reserve materials
- General law school/
university information
- OSCAR locations

- Train you to efficiently
use:

- Photocopiers
- CLARANET

Law Library's web
address:
[http://www.scu.edu/law/
depts/library/library](http://www.scu.edu/law/depts/library/library)

Other Law School Of-
fices and phone num-
bers:

Law Records:
Heafey, #148
ext. 4766

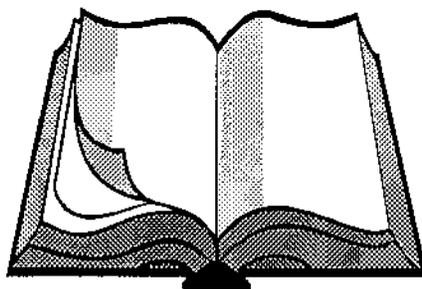
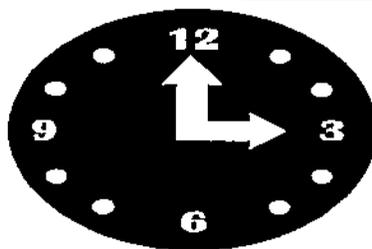
Admissions/Financial Aid:
Heafey, #151
ext.5048

Academic Success
Program (ASP):
Law House, #9
ext. 4319

The Circulation Department is staffed by:

Michael Ford
 Carl Frazier
 Gus Lane
 Carol Jenkins
 Monica Rose
 Kevin Schweikher

and numerous students



The Reference Department is staffed by:

Whit Alexander
 Prano Amjadi
 Dolores de la Fuente
 Andrew Gurthet
 Katherine Hall
 Mary Hood
 Ellen Platt

BEHIND THE SCENES:

Helping Circulation and Reference provide you with materials is the **Technical Services Department**. There are two main areas of Technical Services. They are:

•Acquisitions:

The Acquisitions staff is responsible for ordering all library materials and making sure all the updates for existing materials arrive.

•Cataloging:

The Cataloging Staff maintains the records you see in OSCAR. They process all materials so they can be easily located. They help Circulation monitor the collection to make certain it is always current and accessible.

Looking out for Law Library users and Staff is the Library Administration:

Dean Mary Emery, Director
 Mary D. Hood, Associate Director

Regular Library Hours:

M-Thurs.
 8am- Midnight

Fri.
 8am-10pm

Sat.
 9am-10pm

Sun.
 10am-Midnight

Exceptions for Finals, Summer hours and Holidays will be posted in the library and on the Library's webpage at:
<http://www.scu.edu/departments/law/library>. Hours are also available from the Circulation Desk at:
 (408) 554-4072

The ACCESS Card: More than an ID

Your ACCESS card is not simply another picture id in your wallet. In the Law library it is one of the most important things you can have with you. The ACCESS card is your key to the computer labs, your copy card, your library card, and your proof that you are a legitimate user of the library.

Your key to the computer labs:

All three of the library's computer labs have ACCESS card entry locks on them. This is to ensure that others who may not be legal users of the library do not get into the labs and monopolize the computers preventing our legitimate users, like law students, from using them. In order to gain entry to the computer lab simply swipe the magnetic stripe, on the back of your card through the reader. If your card is accepted you will hear a clicking sound and the light on the bottom of the reader will turn green. You can open the door. If your card does not allow you entry into any of the labs and you are a law student please let the staff at the Circulation Desk know.

Your copy card:

The Flex Account you set up when you get your ACCESS card is used to pay for copies in the library's four copy machines. All four of the library's copiers and the copier off the student lounge in Bannan accept the ACCESS card and deduct cost of copies from your Flex Account. Only the copier on the second floor of the library accepts money as well as the ACCESS card. To use your card in the copiers insert it picture down magnetic stripe up into the reader and slide it to the right. The reader will

tell you how much you've spent and what your balance is when you remove your card. Please report any problems you have with the copiers to the Circulation Desk.

If you need to add money to your card a Value Transfer Station (VTS) is available in the library entry. There is also a VTS in Benson Center at the ACCESS office and in Orradre Library.

Your library card:

In order to check out library materials including course reserve items and older exams you must present your ACCESS card. If you do not have your card it will slow you down and inconvenience others waiting to check out materials.

You do not need your card in order to renew materials. You may renew materials over the phone by calling the Circulation Desk.

Proof that you belong in the library:

At times when the library is crowded, such as during exams, the library staff may need to make certain that everyone in the library is a valid library user, ensuring that space is available for those who have legitimate access. Staff may request to see your ACCESS card upon entry or do periodic sweeps of the entire library to make sure only the appropriate users are taking advantage of space in the library.

THE MUG: MAY YOUR CUP (NOT) RUNNETH OVER

In an effort to stem the tide (pun intended) of spills in the library, the library has for several years given away free of charge to each and every law student a spill-proof mug emblazoned with the library's logo. If you did not receive your mug during orientation please come to the Circulation Desk to pick yours up. Replacement mugs are \$2.50 each. The Mug is the only acceptable beverage container if you choose to drink in the library. **No paper cups with plastic lids, no cans of soda, or bottles of juice or water are allowed in the library.** If you have a similar sturdy, spill-proof container like the Mug, that is acceptable.

We began allowing beverages, in spill-proof containers, in the library, as a compromise to those who wanted to drink while in the library. Unfortunately, despite offering the Mug, we've seen an increase in spills and stains throughout the library. The policy of beverages in spill-proof containers only is strictly enforced by library staff. We will confiscate any other container found in the library.

Food is not allowed in the library (including the conference rooms) at any time. Eating in the library disturbs other patrons, attracts rodents and vermin, and spills can damage materials. Library staff will confiscate food found in the library.

QUIET PLEASE:

If your cell phone rings while you are in the library, please take it outside before you begin talking. Loud conversations by cell phone users as they walk through the main reading room to go outside is disturbing to other library users. Also loud sound effects on laptops can disturb people throughout the library. Sound travels in the library. Quiet please.



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

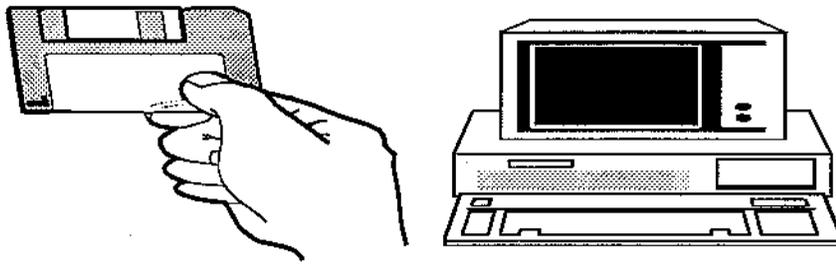
Editor/Publisher:
Kevin Schweikher,
Circulation

Technical Assistance:
Dolores de la Fuente,
Reference

Tammie Prichard,
Cataloging

HAVE A SUGGESTION?

The library is always open to input from library users. You see things we may not. You can make a suggestion two ways. Either in the Suggestion box at the Circulation Desk or from OSCAR (simply choose the "Make a Suggestion" option on the screen). The Library's associate director regularly responds to suggestions in Headnotes.



Computer Lab Info:

There are three computer labs in the library. On the first floor there is the Toso Lab right off the main reading room and the DiNapoli Lab. The DiNapoli Lab is the principal lab used for training and is located behind the first set of stairs off the main reading room down the hall from the Lexis and Westlaw printers. On the second floor near the conference rooms is the Ruffo lab.

All three labs have Pentiums with Windows '95, Microsoft Office, and Corel. The Ruffo lab has 4 Macintosh computers. All labs have access to Groupwise and Netscape.

Printing:

The Toso lab and Ruffo lab each has a large capacity laser jet printer. The large printers are wired through the University network. If the network is down these printers are unavailable. Therefore in both Toso and Ruffo there is a smaller dedicated printer attached to a computer. Use the dedicated printers when the network is down and when other printers are unavailable. Time on the dedicated printers is limited to 15 minutes and during high volume periods, such as finals, sign up is necessary. Please do not use the printers attached to the dedicated printers to compose or edit documents. If you're in the DiNapoli lab and want to print, your print job will come out in the Toso lab network printer.

Lexis and Westlaw jobs should never be sent to the attached printer.

If the printers are out of paper or toner the Reference desk has paper and toner. If no one is available at the Reference Desk, then the Circulation desk can assist you.

All 3 library computer labs close 15 minutes before the library. All printing should be done by this time.

There are also computer labs available in the Kenna Building and on the second floor of Orradre Library.



NETWORK YOUR LAPTOP

If you want to use your laptop to take advantage of the over 100 network connections available at certain tables and carrels throughout the library and the network connections in Bannan your laptop needs to be registered with the **Law School's Computing Services Department.**

How do I register my laptop?

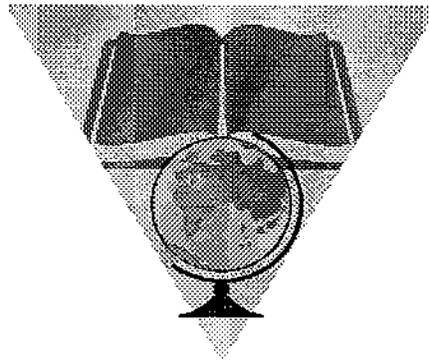
Simply fill out the "Networking Request for Service" contract you received at orientation and return it to the Circulation Desk in the Law Library. Additional copies of the contract are available from the Circulation Desk. You'll need your laptop to fill out the form. You need the Network Card Address printed on your network card. SCU recommends the PCMCIA cards made by 3COM.

Computing Questions???
Contact Law School Computing Services at:

ext. 5316 or ext. 4677.

Online
Santa
Clara
Auto-
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Re-
trieval

OSCAR:



OSCAR Who?

Oscar is the library's online catalog. OSCAR has information on all the books, video tapes, journals, audio tapes etc. in both Heafey and Orradre (the undergraduate library— located across from Benson). If you want to know if we have something in the library, this is the place to look.

OSCAR has information about the books: the title, author, subject, publisher, year of publication, location of the book, whether or not the book circulates and if it is currently checked out. It is not the full text of the book so you can not look up a particular case in a case reporter or a particular article in a law review. (Use Lexis or Westlaw to do that.)

OSCAR is available on the web at:

[Http:// sculib.scu.edu](http://sculib.scu.edu)

There are printed guides on search strategies available near the terminals in Heafey, and on-line guides you can click on in OSCAR. Staff at both the Circulation Desk and Reference Desk can help you get started with OSCAR.

SEARCH TIP



LOCATION!

After you enter a search, OSCAR shows you whether a book is here (Heafey) or at the main library (Orradre). You will get a display that has the title and author, call number displayed and a location like: **Heafey KFC 115 A98** or **Heafey KF 1250 P73**.

Don't stop here!

Heafey is divided into many locations. The first screen only tells you which library has the book.

Click on the highlighted, usually the title, part of the record and OSCAR will show you the exact location.

MAJOR LIBRARY LOCATIONS-

Heafey Periodicals:

2nd Floor, balcony above the Circulation Desk.

Heafey California Collection:

1st floor, off Main Reading Room; main aisle.

Heafey Reference:

1st floor, across from Circulation.

Heafey Stauffer:

1st Floor; behind Circulation

Heafey Microforms:

1st floor, near DiNapoli Lab

Heafey Compact:

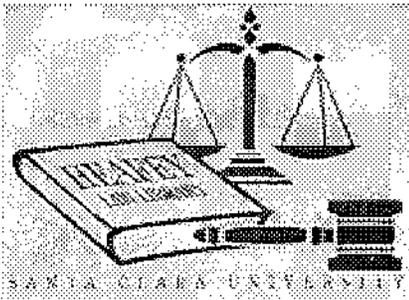
1st floor by microforms

Heafey Index Tables:

1st floor, Index tables in reading room.

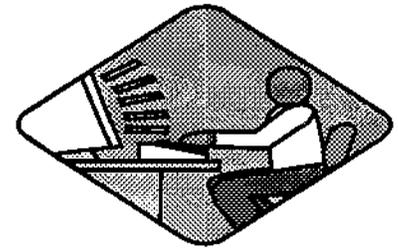
Heafey Stacks:

Everything else



CLARANET IS HERE

Santa Clara Law Intranet



• What is CLARANET?

CLARANET is SCU Law's Intranet. An Intranet, as opposed to the Internet, is like a virtual interactive bulletin board. Your professor can put up a sample answer on CLARANET, the Records Office can put up a form or policy statement. But, in addition to just posting things on an Intranet, there is a chat feature that professors can enable on course pages. This allows you to post comments for the professor or classmates.

Unlike the Internet the other perk for an Intranet is that things can be posted quickly, within minutes, because the conversion of a document into the necessary code is seamless and can be done by a professor, administrator, or staff member without having to go through a Webmaster.

CLARANET is designed to make it easier for you to get to the information you need at any time, as long as you have access to a networked computer.

• What Can I Find on CLARANET?

Professors' Course Reserves:

Whatever short personal copies of items like old exams, sample answers, comments, short articles your professor has placed on reserve can be found on CLARANET. Your professor will have a course page set up that you can access from the main index option on the first screen on CLARANET.

NOTE: Professors can password protect a course page or documents. Passwords for course pages and other documents should be distributed by the professor in class. If you did not receive the password or have forgotten it, the Circulation Desk maintains a list of all course passwords.

Old SCU Law Exams:

The library has loaded the past four years of exams onto CLARANET. Soon, the last five years will be loaded on CLARANET.

Access to old exams on CLARANET is password protected. The Password for exams is: **Cardozo**. Old exams are also available in bound volumes from the Circulation Desk. Hard copies of materials professors post on CLARANET are available at Circulation as well.

Information from Law School Departments:

Currently the law library has posted several policies such as access policies and the conference room policy on a library course page easily accessible from the first screen. Shortly, it is expected that other departments will begin posting key documents on CLARANET as well, so keep a look out.

Where do I find CLARANET?

CLARANET is accessible from the Law Library's webpage at: <http://www.scu.edu/law/depts/library/library>. Or at: <http://claranet.scu.edu>

Who can help me with CLARANET?

Staff at either Circulation or Reference can answer your CLARANET questions.



A PEEK OVER OUR SHOULDERS

A glimpse of what the library staff is currently reading.

By Diane Cascio

Marilyn Dreyer, cataloging librarian, always finds time for reading. She currently attends two reading groups, one devoted to mysteries and the other focused on general fiction. Around the library Marilyn has a reputation for enjoying realistic, hard-edged novels and does not shy away from graphic accounts of autopsies or murders.

When she is current with her discussion group assignments Marilyn reads an eclectic assortment of non-fiction. She is currently reading **Rat Pack Confidential** by **Shawn Levy**. Marilyn was drawn to this entertaining biography of Sinatra, Martin, and the rest because these are the singers that she remembers from her childhood. Levy presents "the pack" as a group of complex individuals and focuses on their time in Las Vegas in the 1950's.

Marilyn is also re-reading **The Perfect Storm : a True Story of Men Against the Sea** by **Sebastian Junger**. This book, (and the movie of the same name,) tells the true story of the crew of a fishing boat that was caught up in a huge storm off the coast of Massachusetts. Marilyn read the book several years ago, saw the movie, and is now reading the book a second time. She is captivated by the fact that even in the twenty-first century fishing remains a hazardous, demanding, physical pursuit little changed from one hundred years ago. She also appreciates the description of the heroism of the Coast Guard and Air National Guard as they put themselves in danger to rescue victims of the storm. Marilyn highly recommends both the book and the movie and thinks that they enhance each other. For more information you can log on to <http://www.perfectstorm.net>.

Monica Rose, Library Specialist III in the Circulation Department, has very little time for personal reading. Full-time work at Heafey and evenings spent studying for her masters in information science keep her pretty busy. When she can relax with a book she often chooses novels that depict women and their relationships such as **Divine Secrets of the Ya-Ya Sisterhood** by **Rebecca Wells**.

Monica has just finished **Nymphomation**, the third book in a series by **Jeff Noon**. This series presents the ongoing stories of a group of friends and family who inhabit an alternative reality based on an odd form of mathematics. Monica enjoyed the first two volumes in the series, **Vurt** and **Pollen**, because of the interesting concepts and characters that were introduced. She is less impressed with the third book. In her opinion Noon seems to be stretching his ideas too far and the result is a book that is just strange instead of intriguing. **Vurt** and **Pollen** are available at the Santa Clara City Library.