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HEAFEY HEADNOTES

SEPTEMBER 1997

Volume 8 Issue 1

CHANGE IS SOMETIMES A GOOD THING

*(Summer renovation in the Law Library
expands services and space)*

By Kevin Schweikher

For the first time in nearly a decade the law library underwent major renovation this Summer. Though the focus was on improving the look and functionality of the Information Services desk (aka the Reference Desk) the renovation also created office space for two expanding areas of library service—interlibrary loan and web/internet resource management.

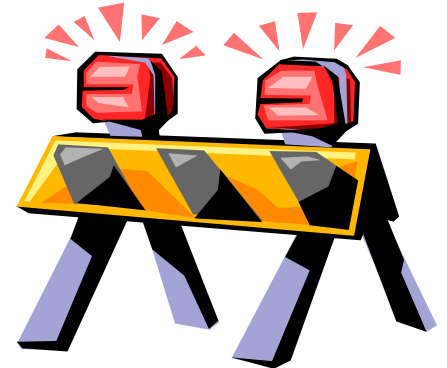
The Reference Desk, located on the east side of the main reading room near the Shepards' table, was resized and redesigned to make more efficient use of unused space and to allow for a wheelchair access point at the

desk. By shortening the desk, space was made available for a larger *Interlibrary Loan Department* now located in office #129 behind the reference desk. **Dolores delaFuente** the library's interlibrary loan coordinator is available in this office from 9:00am-12:30pm Mon.-Fri. to assist with interlibrary loans. Dolores also occasionally works the Reference Desk.

Space was also created for two positions related to a growing area for the law library and the law school—electronic resources. The Law School's *Webmaster Norman Davidson*

CORNER

(Continued from page 1)



is located in office #130 next to the new Reference Desk. We will soon be hiring an Electronic/Computer Resources Reference Librarian to assist with the growing number of computer issues and resources in the library. This individual when hired will have the new office directly behind the Reference Desk.

The library hopes the improvements at the Reference desk will enable the library staff to better assist you throughout your Santa Clara education.

A NEW CORNER OF HEAFEY

Renovation was happening in one corner of the library this Summer, and in another not so distant corner new construction was happening. Prior to the 1988 renovation of the library, the main entrance to the library was on

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INSIDE.....

ACCESS CARD HAS A NEW USE

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NEW LIBRARY HOURS

page 3

TECHNOLOGY UPDATE

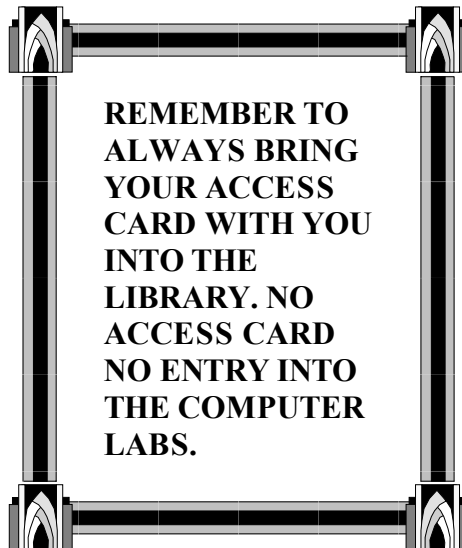
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the Northwest corner of the building facing the Walsh administration building. Since 1989 this area has been unclaimed by either the law library or law school. However, this Summer in an effort to consolidate law school offices in one area and take advantage of available space, the old entry was converted into four *law school offices*. Construction noise was unavoidable and rampant throughout the Summer, but after nearly two months of work the final product was the **HEAFEY CORNER**. Housed in the corner on the first floor are **The Paralegal Institute** in room #106A and the **Academic Success Program** in room #106B. On the second floor is **The Institute of International and Comparative Law** in room #205A and **Professor David Mills** is in room #205B. Offices on both floors of the Heafey Corner are *only accessible from the outside doors, there is no way to access these offices from inside the library.*



ACCESS A NEW KEY

Your Access card ,the universal i.d. for SCU, has taken on a new meaning in the law library. Beginning this semester the library , in an effort to make sure computers are available to legitimate library users, has installed ACCESS card swipe locks on all three computer labs in the library. Only law students, law library staff, faculty, and some law school staff will be able to access any computer lab in the library (as the library is trying to keep only authorized users in the labs please do not prop open lab doors; this defeats the purpose and money invested in security locks.) Hopefully, this will help improve computer availability during your use of the library. As always ,if you suspect an unauthorized individual is in the labs or anywhere in the library, please report them to either the Circulation or Reference desks.



IN THE LIBRARY YOUR ACCESS CARD IS YOUR:

1. LIBRARY CARD
2. COPY CARD (ALONG WITH YOUR FLEX ACCOUNT)
3. KEY TO THE COMPUTER LABS.
4. PROOF OF ENTRY WHEN THE LIBRARY CHECKS I.D.AT THE

THE MUG

In an effort to “stem the tide” (pun intended) of spills in the library, we are giving away, **TOTALLY FREE OF CHARGE to each and every law student, a cool, spillproof mug emblazoned with the library’s designer logo!!** Just come by the Circulation desk and ask for **THE MUG!** (one per customer, void where prohibited. If you got one last year and lost it, replacements are \$2.50.) **THE MUG** will be the only acceptable beverage container



NEW HOURS FOR HEAFEY

The library is always looking for ways to better serve the needs of the students. To reflect the demand for library accessibility on the weekend, the library has changed its weekend hours. Beginning this Fall the library will close at **10pm** on Fri. and Sat. nights.

For the last several years the library has noticed that library usage was low on Fri. nights when the library closed at midnight, and high on Sat. nights when it closed at 8pm. The new and improved hours have been adjusted to better serve those who prefer to be in the library later on Sat. nights



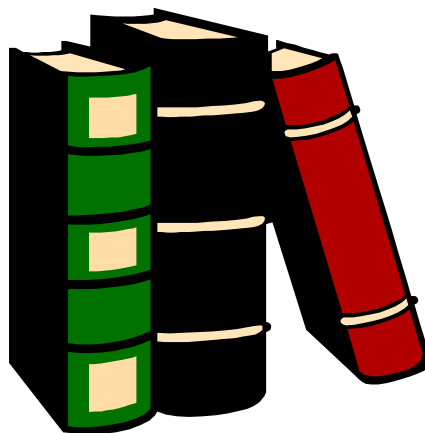
REFERENCE HOURS

The Reference desk is staffed Mon-Sat. *Due to a temporary staff shortage there will be no Sunday Reference available until further notice.*

Reference Hours are:

**MON-
THURS.
9AM-9PM
FRI. 9AM-
5:00PM
SAT.
10AM-4PM**

Due to the unforeseen staff shortage, it may become necessary to alter Reference hours at short notice. As always you can call the Reference Desk at **554-4452** to check on hours, or you may call the Circulation Desk at **554-4072** if you have any questions regarding the library.



**TRANSFER
STUDENTS
PLEASE STOP AT
THE REFERENCE
DESK TO GET
YOUR LEXIS/
WESTLAW**

**REMEMBER
PRINT LEXIS/
WESTLAW
SEARCHES
TO THE
STAND -
ALONE
PRINTERS
ONLY. THE
LEXIS/
WESTLAW
STAND-
ALONES
HAVE BEEN
RELOCATED
TO THE
CENTER
CARRELS IN
FRONT OF
THE
DINAPOLI
ROOM
(BETWEEN
THE FIRST
SET OF
STAIRS AND
THE FIRST
FLOOR COPY**



WE GET QUESTIONS

**Answered by
Mary Hood,
Associate Director
Law Library**

If you have questions and/or suggestions please feel free to leave them in the suggestion box located at the circulation desk. You can also leave suggestions for the staff on **OSCAR**. From the main menu screen, Select:

**N> NEWS AND
INFORMATION**

Then from the *Library information screen select:*

**S> MAKE A
SUGGESTION**

OSCAR will forward your suggestion to the law library staff. You can always talk to one of the staff about your concerns and/or suggested improvements.

**ACCESS TO THE LAW
LIBRARY**

From the suggestion box we have received several questions/and or comments about access to the law library and how the library staff “enforces” the access policy. The nature of the question leads me to believe there is some misunderstanding about access and who has valid access to the law library.

**Who has
Access:**

First let me address our access policy. Access to the law library is extended *primarily* to the faculty, staff and students of the Law School as well as to SCU students currently enrolled in the paralegal program. Access is also extended to other Santa Clara University faculty and staff to meet their research needs.

Other categories such as independent scholars and researchers, Santa Clara University non- law students, and members of the public with appropriate passes, *may* qualify for limited access privileges. These privileges if granted, are for a short period of time and legal research only.

Additionally, access is extended to local attorneys upon purchase of a law library courtesy card. Local attorneys (both alumni and non-alumni) may purchase a library card. This card allows the individual access and borrowing privileges at the law library. Access to Lexis and Westlaw is not granted.

**There are no study
facilities available
except for Santa Clara
University Law School
Students.**

Second let me address the enforcement of our access policy. Anyone entering the library should be prepared to show his/her law library card- the **SCU ACCESS** card.

Due to budget and staff considerations we are unable to assign someone to check IDs during all hours that the library is open. *However*, during especially busy periods— such as exams— we make an extra effort to check IDs. In the future we hope to be able to hire someone to check IDs during these times.

At all times the law library staff relies on the law students to inform us if they think unauthorized people appear

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to be using the library. If you believe unauthorized people are in the library please inform the person in charge at the circulation desk. Staff will then go around the library to check IDs *for all patrons*. You may not realize that an "ID sweep" has been done thinking that only you have been singled out. Let me assure you that is not the library's policy.

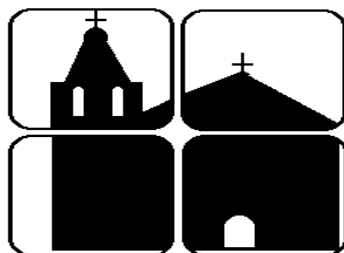
Sometimes unauthorized "patrons" manage to make their way into the library. Frequently the staff at the reference desk, because the type of question being asked leads us to believe that the person is unfamiliar with the library and therefore perhaps should not be using the library, will ask to see the patron's library card. Often we do find unauthorized people this way, but more often we find that we have just asked a law student for an ID. While it can be a bit awkward for both the student and library staff member, I am not ready to ask that IDs be shown before undertaking to answer a reference question.

Please remember that not all non-law student patrons are unauthorized patrons. Many have legitimate access. Also please remember when a staff person asks to see **your** law library ID not all people studying law books are SCU law

students— we get a number of students from Lincoln Law School as well as from the San Francisco law schools. With the number of students in the law school the library staff, unfortunately, cannot remember all of your faces. Would that **our** law students all had **auras** that we could see then we would not have to disturb your



SANTA CLARA
UNIVERSITY



OSCAR



OSCAR WHO?

OSCAR is the library's online catalog.

WHY OSCAR?

Online Santa Clara Automated Retrieval

Before bringing the system on line in 1992, there was a contest to pick the name and our Cataloging Librarian Marilyn Dreyer won with the name OSCAR.

What is OSCAR?

OSCAR has information on all the books, video tapes, journals, audio tapes, etc. in both Heafey and Orradre (the main library). If you want to know if we have something in the library, this is the place look.

OSCAR shows the title, author, subject, publisher, year of publication, location, and

whether the book is checked out. It is not the full text of books so you cannot look up a particular case in a reporter or article in a law review.

However, you can also search a periodical index like *Legal Resource Index* (Legal Trac) or other libraries' catalogs (such as Stanford and Boalt) from OSCAR by choosing **Z** from the main menu.

You are able to e-mail any results you have found to your e-mail account.

You can also keep up to date on library hours or certain policies, and make a suggestion for the library staff all from the **N** option on OSCAR. If you discover neither of the campus libraries has the item you need there is an interlibrary loan feature also available on

-SEARCH TIP-

Location, Location, Location!!!

After you enter a search, OSCAR shows you whether a book is here (Heafey) or at the main library (Orradre). The display looks like this:

	Location	CALL #
1. Attorney's Guide to Family Law	Heafey	KFC115 A98
2. Attorney's Guide to Family Law	Heafey	KFC115 A98
3. California Corporate Practice Guide	Orradre	KFC340 C3

But don't stop there!!

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

Select the number to the left of the title that you want to see and OSCAR will show you the exact location.

-Major Library Locations-

Heafey Periodicals: 2nd Floor, balcony above Circulation desk.

Heafey California Coll: 1st floor, off main reading room; main aisle.

Heafey Reference: 1st Floor, across from Circulation

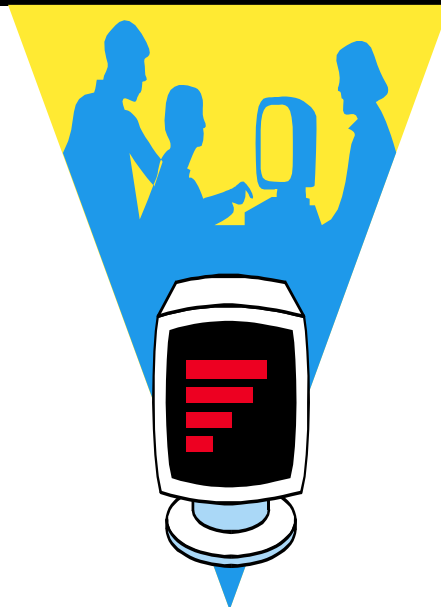
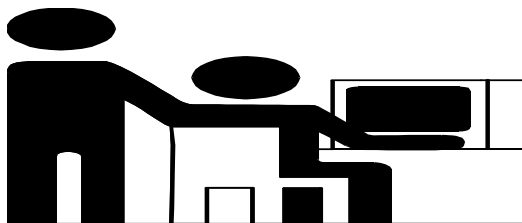
Heafey Stauffer: 1st floor; behind Circulation

Heafey Microforms: 1st floor, near DiNapoli Room

Heafey Compact: 1st floor by microforms.

Heafey Index Tables: 1st floor, Index tables in reading room

Heafey Stacks: Everything else



TECHNOLOGY UPDATE

By Lynn Snyder,
Director Law School
Computer Services

COMPUTER LABS

There are three computer labs available in the law library. The **DiNapoli Lab** (1st floor, near the Reference Desk) contains 8 200 MhZ Pentiums. This lab is no longer a "dedicated" Lexis and Westlaw Lab; its Pentiums are configured identically to the systems located in Ruffo and Toso. Also, please note, print jobs from DiNapoli default to the Toso Lab (unless the default has been altered by one of your fellow students!); the option is available to print in the Ruffo lab as well. The **Toso Lab** (1st floor, Main Reading Room) contains 9 200 MhZ Pentiums.

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TECHNOLOGY UPDATE

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The **Ruffo Lab** (2nd Floor) contains 8 200 Mhz Pentiums and 4 Power Macs. The following software is available for PC users: MSOffice 97, Wordperfect Suite 8, Netscape, Lexis Office, Westlaw, and CALI ("Computer-Assisted Legal Instruction"—tutorial programs). Access to OSCAR (the Online Public Access catalog for campus libraries), Telnet and the campus mail system is also provided. Mac users have access to: MSOffice 97, ClarisWorks, Lexis, Westlaw, CALI, Netscape, OSCAR, Telnet and the Alpha Email system. There are two HP LaserJet printers available for printing in the Ruffo and Toso Labs. All three labs are open for use when the library is open.

In addition to our labs, there are two other computer labs available to students on campus. One is located in Kenna, first floor, and the other is in Orradre Library, second floor. Both are available to *all* undergraduate and graduate students on campus. The Orradre lab does not open until the undergraduates return to campus on September 29th. During August and September, the Kenna Lab is open on a

EMAIL AND INTERNET ACCESS

All Santa Clara students have access to the Alpha mail server. To activate an account please follow the instructions on the "Email FAQ" located in the labs. Once you have an account, you will have access to email, Telnet, lynx (a text-based web browser) and a limited number of newsgroups. See the FAQ for basic instructions on using email via the Alpha server.

Netscape the university's standard graphical web browser, can be accessed in all the Law School's computer labs. To use a graphical web browser from home you must subscribe to an Internet Service Provider (AOL, Netcom, etc.), at your own expense.

LAPTOPS

if you will be using a networked laptop, i.e., you have a configured ethernet PC card in your laptop, in the Bannan classrooms or in the law library, you will need to fill out a "Request for Service" form. This form can be found in the labs, or can be obtained from the Circulation Desk. Please fill out the front of the form and sign the back. The form can be returned to me by placing it in my mailbox located in Heafey 156.

To locate your network card address, please take the following steps:

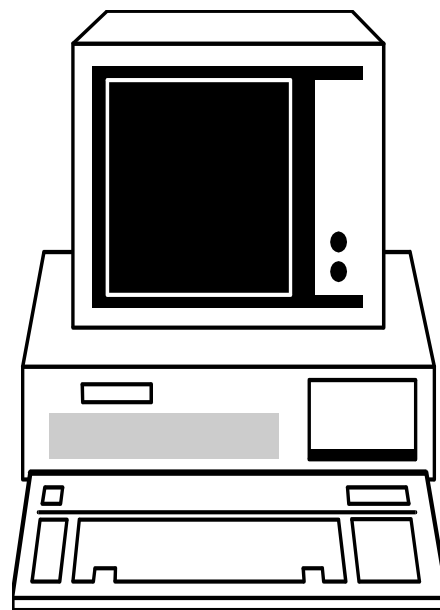
On a PC running Win95:

Click on the start button. Select Run. Type in **winipcfg**. The number you are looking for is called the adapter address.

On a Mac: If you installed the ethernet card yourself, i.e., the ethernet connection was not built into your laptop, the hardware address is sometimes located on the card itself.

If you are running Open Transport, go into the Appletalk control panel, hold the option button and click on the ethernet icon. The address will be displayed below the ethernet icon.

If you have any questions or concerns, I can be reached at 554-5316. Have a great year!





WHERE DO I GO FOR?

Public Services
what we do.

By Kevin Schweikher
Circulation Manager

When researching or using library materials there is nothing more frustrating than a roadblock in your research. Well, that is what the *Reference and Circulation desks staff* are here for— to help you overcome the hurdles you encounter when trying to do research in the library. Reference and circulation each have their own way

helps you *get* the materials you need, whereas the Reference desk helps you determine what materials you will need to begin your research or jump start your research when

Circulation Can Help You:

Search for materials OSCAR says should be on the shelf but are not there.

Put holds on materials which are checked out.

Help you figure out an OSCAR location.

Help you Locate items on reserve including old exams.

REFERENCE CAN HELP YOU:

Plan out a research strategy to get you started or restarted on your research.

Help you decipher an unusual citation or abbreviation.

Help you with Lexis

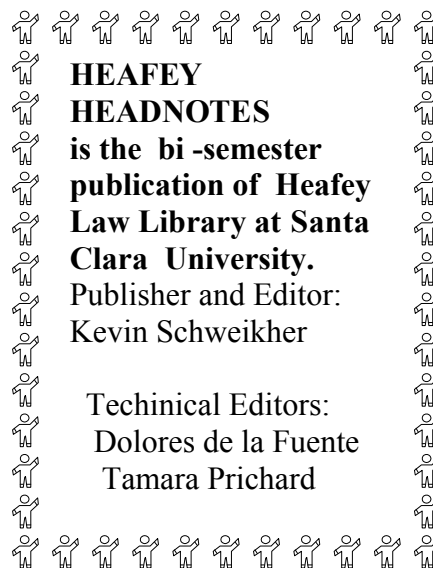
REFERENCE CAN ALSO:

Help you locate information in non-traditional areas such as databases and internet sites.

Locate and retrieve materials through Inter Library loan from

Both circulation and Reference are committed to helping you overcome whatever stands in the way of your ultimate research goal. If you go to the wrong desk, don't worry. You'll be gently passed on to the appropriate place.

THE OTHER PRINCIPAL AREA OF THE LIBRARY BESIDES PUBLIC SERVICES IS TECHNICAL SERVICES WHO PREPARE AND PROCESS ALL LIBRARY-OWNED MATERIALS.



HEAFEY HEADNOTES

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 Publisher and Editor: Kevin Schweikher

 Technical Editors:

 Dolores de la Fuente

 Tamara Prichard