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## Heafey Headnotes, Vol. 8, No. 2

Santa Clara University - Heafey Law Library

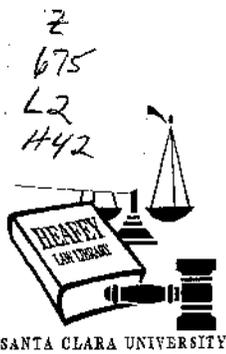
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# HEAFEY HEADNOTES

NOVEMBER 1997

Volume 8 Issue 2

## EXAM SURVIVAL WITH LIBRARY RESOURCES.

### COURSE RESERVES

Your professor tells you they've put a sample answer on reserve in the library. But how do you find it? The steps for finding materials a professor has put on course reserve are as simple as those necessary for locating any other item in the library.

#### STEP 1:

Go to OSCAR- all course reserve items are listed on the library's online catalog. At the main screen choose **R> RESERVE LISTS**. The next screen will say:

#### DISPLAY RESERVE LIST

**P> Retrieve by PROF/TA**  
**C> Retrieve by COURSE**  
**R> Return to library catalog.**

If you search for professor and enter *Anawalt* for example you

would see a list of all the classes for which Prof. Anawalt has materials on reserve. If you search for a course *such as Constitutional Law* you would see a list of all the professors who have material on reserve for the course Constitutional Law.

#### STEP 2:

##### Location:

You've selected your course and professor and now you see a list of everything on reserve for that class. The next step is figuring out the location. All reserve materials are shelved in the Stauffer Reserve Room (behind the Circulation Desk). It is an open room and you can help yourself. If you remove materials from the room they need to be checked out to you by the reserve desk attendant.

But wait, there are two ways of shelving items in the reserve room. If the professor has given the library a copy of something for reserve it will be shelved on the far right wall in a box with the professor's name (the boxes



are arranged alphabetically). But, if the professor requests a copy of something which the library already owns be put on reserve, that item is moved to Stauffer and shelved by its call number.

When you locate the item you need on OSCAR, press **L** and the status and location of the item will be revealed. If the call number for the item is **PROF'S COPY**, it is located in the professor's box. Regular call numbers, such as **KF801 Z9 G7** are in Stauffer by their library call number.

### PAST EXAMS

The library maintains in Stauffer a collection of past exams. These are bound by year and are located at **KF292 S3 A2**. The most recent years (1991-1996) are located behind the Circulation Desk. To get these ask

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## PAST EXAMS

(Continued from page 1)

the reserve desk attendant for the year you need. But, what year do you need? Like searching for course reserves there are two simple steps to finding an old exam.

### Step 1:

Look in the card index; exams are not searchable on OSCAR. The card index is located at front of the Circulation Desk in a drawer labelled EXAMS. In this drawer is the index of all available old exams. The file is arranged by course then by professor. If the library has a copy of a professor's 1987 exam a check will be next to the year 1987 on the card. If it is a Midterm on file an M will be near the check mark. If it is a final an F will be near the check mark.

Not every professor has released an exam for publication every year, some professors may only have one or two past exams on file.

### STEP 2:

When you know what year you need ask the Circulation attendant for that year's book of exams. Remember if it is prior to 1991 the book is in Stauffer and you may help yourself. During peak times you can only check out one exam book at a time.

### HELPFUL HINT:

If a professor doesn't have

any "recent" exams on file or is not listed in the index at all, check their course reserve and see if they may have exams on reserve. There are no answers in the exam books, but again, check the professor's reserve material as sometimes a sample answer was put on reserve.



### **ELLEN PLATT** Director of Public Service

Interview by Barbara  
Friedrich, Head of  
Reference.

In September, Heafey library welcomed a new Director of Public Service. Ellen Platt comes to Santa Clara from Marquette University School of Law Library in Milwaukee where she was Head of Reference.

Ellen grew up in Eugene Oregon, where her father is on the faculty of the University of Oregon School of Law. She graduated from the University of Oregon with a degree in History. After graduation she worked for a graphics company. She realized that she really enjoyed teaching others and knew she

wanted to work in an academic setting. Because she particularly liked the law school environment, Ellen decided to enter University of Oregon Law School with the eventual goal of becoming a law librarian.

After graduating and passing the Oregon Bar in 1991, she enrolled in the Masters of Law Librarianship program at the University of Washington where she was awarded her MLS in 1992. Following graduation Ellen moved to Milwaukee to work as a reference librarian at Marquette University School of Law. In 1996, she was appointed Head of Reference.

Ellen is happy to be back on the Pacific Coast where the climate allows her to spend more of her time out of doors. She enjoys bicycling, hiking and gardening. She is assisted in her gardening endeavors by "Ebony", her black cat.

As Head of Public Service, Ellen will supervise the Reference and Circulation Departments of the library. She will also spend several hours a week at the Reference Desk. She particularly likes working with the students and helping patrons learn to do research. She invites students to stop by the reference desk. She says that as a librarian she can't practice law but can practice "medicine". If you just need someone to talk to who won't be grading you, she's ready and willing to listen.

## MORE NEW STAFF

The Circulation Department is pleased to welcome two members as permanent full time staff.

### Katherine Hall

Katherine is the Weekend Circulation supervisor for the Circulation Department. Katherine is a graduate of Berkeley with a degree in English Literature. She also holds a JD from Indiana University. Katherine is also currently enrolled in the Masters of Library science program at San Jose State University.

### Michael Ford

Circulation is also pleased to welcome Michael Ford as our new Evening Circulation supervisor. Michael replaces Norman Davidson who has moved over to become the law school's webmaster. Michael recently worked as a night time supervisor for the San Jose City Library System.

## EXAM HOURS ARE COMING

It's that time of year again-exam time. The library will begin its exam hours on Nov. 29 (Sat) thru Dec. 14 (Sun.).

### EXAM HOURS:

MON.-THURS.

8AM-2AM

FRI.

8AM-

MIDNIGHT

SAT.

9AM-

MIDNIGHT

SUN.

10AM-

MIDNIGHT

The Library will be closed Thanksgiving Day (Nov. 27). The library will be open 9AM-9PM on Fri. Nov. 28

## ALTER- NATIVE STUDY SPACE

Are you an early bird? Do you need a place to study before the law library opens? The law library has requested that **Bannan 135** be unlocked and available for study space on Sunday mornings during finals.

### BANNAN 135 IS AVAILABLE:

Sunday Dec. 7:  
6:45am-10am

Sunday Dec. 14:  
6:45am-10am

During the week, when the library opens at 8am, Benson Center opens at 7am.

### I.D. CHECKING IT'S COMING

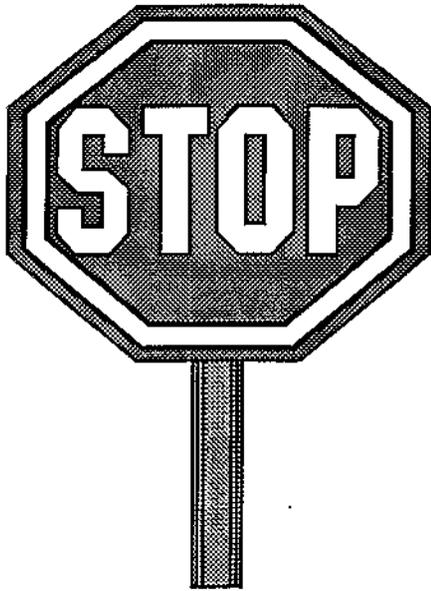
In order to ensure that there is enough study space for authorized users of the law library during finals, library staff will be checking i.d.'s at the library entrance to keep out unauthorized users of the library. Times when we will be checking for Law Access cards of course we can not divulge, but be prepared. *During finals you must have your Access card with you to get into the library.* If you suspect that there are unauthorized people in the library at any

(Continued on page 4)

**I.D. CHECKING**

(Continued from page 3)

time, please report them to the staff at either the Circulation or Reference Desk. The first available staff person will go and investigate the validity of the user.



**YOU MUST  
HAVE YOUR AC-  
CESS CARD  
WITH YOU AT  
ALL TIMES  
DURING FI-  
NALS. NO AC-  
CESS CARD NO  
ENTRY INTO  
THE LIBRARY.**

**HEAFEY MICROCLIMATES**

**Or “Why is it so cold in the White Room?”**

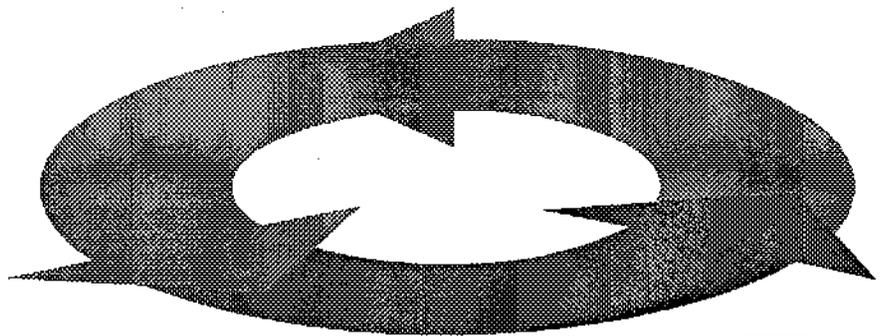
By Kevin Schweikher, Circulation Manager

Microclimates are one thing but why is it the library often has such extremes in temperature— arctic in one place, tropical only a few feet away? In simplest physics the library is divided into a new and several old heating/cooling systems. The oldest system has been chugging along since before the library’s first major renovation in 1987. The new system was put in place in 1988.

The old faithful system heats and cools the conference rooms, the circulation office, the main reading room, both computer labs, and the periodicals balcony. The new system takes care of everywhere else. If you’ve ever walked between the main reading room and the California Collection and felt the difference in temperature, it’s because you have just crossed Heafey’s very own equator, the magical line between the new and old systems.

Maintenance of the systems is up to the University Facilities Department. They are the ones who can turn up or down the heat or air conditioning— this isn’t as simple as turning a dial, but often requires workers to go onto the roof and try to make the systems cooperate. Typically extreme temperatures are a result of the old and new systems working against each other.

So, why report discomfort with temperature to the circulation desk if it takes a work order and outside people to adjust the temperature? Circulation does monitor complaints and reports problems to Facilities. Replacement of the old systems can cost more than \$10,000. Therefore every complaint Circulation passes on is more evidence that the money for replacement 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. We will try to make it as comfortable as can be, despite the handicap of our climate control systems.



**ONLINE  
SANTA  
CLARA  
AUTOMATED  
RETRIEVAL**



**SEARCH TIP**

**Don't forget, USE KEY  
WORD SEARCHING!**

**Choose "K" for KEY  
WORD**

**ENTER ANY COMBINATION  
OF WORDS IN ANY ORDER**

**Key Word searches for your  
words in any order in the title,  
subject and notes so you get bet-  
ter results.**

**OSCAR  
TIPS**

**WARNING!!**

Some titles you see listed in the LRI and EAI Indexes are erroneously marked as not available in the library. Check OSCAR separately for journal titles you locate through the online journal indexes in the "connect to another database" portion on OSCAR. Exit out of the index and search the title through the main OSCAR screen.

**SEARCH TIP:**

Choose "Z" for Articles!  
From the main menu choose  
Z "Connect to another database."

OSCAR will give you these choices:

1. Expanded Academic Index (InfoTrac)
2. Legal Resource Index (LegalTrac)
3. Index to Foreign Legal Periodicals (FLP)
4. Uncover
5. FirstSearch (OPAC)
6. FirstSearch (dialin)
7. Other Library catalogs
8. Other Law Library Catalogs
9. Gopher Systems

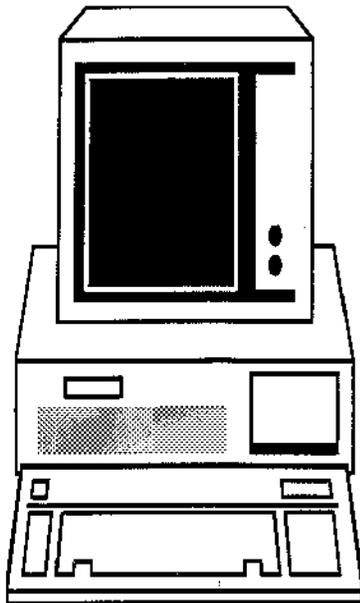
**Remember Titles Change!**

Law journals are (mostly) upstairs (in the balcony above circulation) and (mostly) in alphabetical order. K1 will be the journals starting with A and so on.... But since titles change, it's a good idea to get the call number of the journal before you go to the shelf.

For instance: Don't look in the P's for University of Pennsylvania Law Review; nope, it isn't in the U's either. It's in the A's because the title originally was the American Law Register.

Title	Location	Call #
The American Law Register	Heafey	K1 A4646
University of Pennsylvania Law Review	Heafey	K1 A4646

**SO GET THE CALL # OF THE JOUR-  
NAL BEFORE YOU GO TO THE  
SHELF!!**



## CD-ROM ROUNDUP

By Prano Amjadi,  
Electronic Services Librarian

## SAY HELLO TO SAM

By Prano Amjadi

No, we haven't hired new library staff. SAM is a stand alone computer in the library's CD-ROM area (between the Circulation Desk and the Reference collection). SAM stands for: **Software Accompanying Material**. This includes all computer diskettes that come with books available in the library. Most of the computer files on SAM are forms, but some files also

For the past year a CD-ROM section has been set up in the Reference area of Heafey, located between the Reference Collection and the Circulation Desk. Titles available on CD include *BNA's Environmental Library*, *Readex's U.N. Documents* and CLE Group's *Interactive Courtroom*.

This spring the CD-ROM collection took a giant leap when the collection was networked. Now, with the exception of the *Interactive Courtroom*, all the CD-ROM titles can be accessed from any of the computers in the CD-Reference area. The *Interactive Courtroom*, because it requires the use of headphones, is not networked and still has one computer dedicated to its use.

With the creation of the network two more titles were added to the library's collection. Hein's *Law School Catalogs on CD* has all the catalogs and bulletins to U.S. law schools and most Canadian schools. It is easily searched by keyword. *BNA's Tax Management Portfolios Plus* has replaced the hard copies of the portfolios shelved in the Stauffer reserve room.

An added bonus to the network is that we now also have access to the Orradre CD-ROM network from our CD-ROM network stations.



contain Tables of Contents and a few are executable files.

SAM is very single-minded in its purpose. Because it is the only computer that contains all these computer files, it's access is limited to copying these files from *Windows 3.11 File Manager*. To use SAM

Heafey Headnotes is published 4 times a year by the Law School Library for its Staff, Faculty, Students, and Friends.

Editor and Publisher:  
Kevin S. Schweikher

Editorial Assistants:  
Dolores de la Fuente  
Tamara Prichard

you will have to bring a 3 1/2" diskette with you. You will also need the title or call number of the book that compliments the software and (Continued on page 7)

# SAM

(Continued from page 6)

for some titles, the form number, because hundreds may be included on the diskette.

Easy to use instructions are available in a binder near the computer. Once you have copied your files you will need to go to another computer to view the forms, etc. Most of the software to date was created for *Wordperfect*. You can use the computers in the Toso, Ruffo, or Di-Napoli labs, or bring the files home to use on your own computer.

As always, if you need help ask someone at Reference or Circulation.

## QUIET PLEASE

With the library full of so many people studying for that ever stressful exam, a little consideration goes a long way. Please try to keep conversations (real and cellular) down. If you need to speak up on your phone, kindly go out of the library into the lobby so the people seated near you can study and concentrate in peace.

## THANK YOU

# GOOD LUCK ON FINALS. FROM THE LAW LIBRARY STAFF.

### Library Administration:

Dean Mary Emery, Director  
Patti Hallead, Administrative Assistant  
Mary D. Hood, Associate Director

### Public Services:

Ellen Platt, Head of Public Services/Reference Librarian

### Circulation:

Michael Ford, Evening Desk Supervisor  
Katherine Hall, Weekend Desk Supervisor  
Gladeen LeBoeuf, Circulation Manager  
Kevin Schweikher, Circulation Manager  
Aquinas Tambimuttu, Stacks Manager

### Reference:

Prano Amjadi, Electronic Services Librarian  
Dave Bridgman, Reference Librarian  
Dolores de la Fuente, Interlibrary Loan  
Barbara Friedrich, Head of Reference  
Ellen Platt, Reference Librarian

### Technical Services:

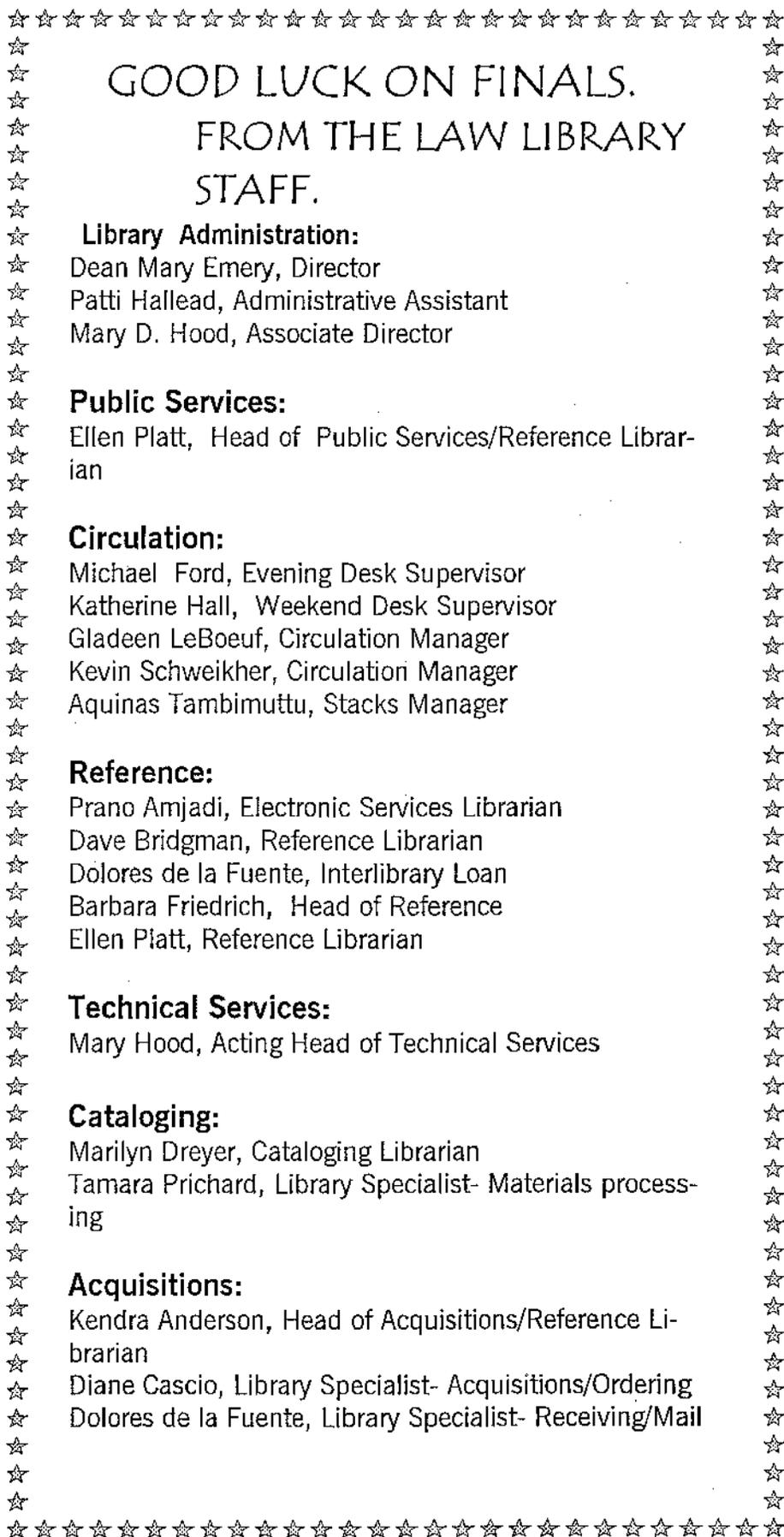
Mary Hood, Acting Head of Technical Services

### Cataloging:

Marilyn Dreyer, Cataloging Librarian  
Tamara Prichard, Library Specialist- Materials processing

### Acquisitions:

Kendra Anderson, Head of Acquisitions/Reference Librarian  
Diane Cascio, Library Specialist- Acquisitions/Ordering  
Dolores de la Fuente, Library Specialist- Receiving/Mail





By Lynn Snyder, Director Law School Computer Services

Information Technology (IT) has negotiated a deal with Pacific Bell to provide off-campus internet service to **all SCU staff, faculty and students** for the reduced rate of \$14.95 per month.

You can get Pacific Bell's software in the following ways:

- 1.) Check-out the CD from the Circulation Desk in the Law Library or in Orradre Library.
- 2.) Call Pac Bell at 1-800-708-INET, Ext.913
- 3.) Download the software from either the Kenna or Orradre computer labs.

Law School Computer Services: Lynn Snyder, Director ext. 5316 Heafey 200 Norman Davidson, Law School Web- master ext. 5135 Heafey 130
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PLEASE NOTE:  
THE TOSO LAB IS RESERVED  
FOR AN EXAM ON THURS. DEC. 4  
8:45am-12:45pm  
THE RUFFO AND DINAPOLI ROOMS  
WILL STILL BE AVAILABLE FOR USE.

## DEMISE OF THE ALPHA EMAIL SYSTEM

by Lynn Snyder

IT will be removing Email services from the Alpha server as of **January 1, 1998**. In its place, IT has created Groupwise email accounts for *all* SCU students. To get more information, including your assigned username and password, please take the following steps.:

- 1.) Call T-Reg (554-2300)—NOTE: You will need your pin number !!
- 2.) Choose Option #1 (T-Reg).
- 3.) Choose Law
- 4.) Enter your Social Security Number and PIN
- 5.) Choose Option 6
- 6.) This should provide you with your username and password. If it does not, you will get a message instructing you to contact Academic Computing at x4082.

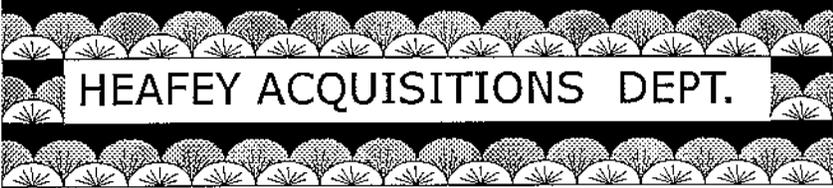
Once you have your username and password, you can access Groupwise in the Law Library, Kenna, or Orradre labs via the web. You can access it from home in the same way, provided you have web access from home.

To access Groupwise, use the following URL:

<http://gw5.scu.edu>

You can find more information about GW5 at the site below:

<http://www.labs.scu.edu/ta/Public/group.html>



## HEAFEY ACQUISITIONS DEPT.

Submitted by Kendra Anderson, Head of Acquisitions

With the recent announcement of the latest major merger of legal publishers (this time it's Reed Elsevier, Lexis-Nexis, Wolters Kluwer, and CCH), Acquisitions librarians across the country are gathering together via the internet to compare notes and coping strategies. The following verse appeared on Law-Lib Group on October 13, 1997. With permission from the author, Robert Ryan, of Franzdel Share in Los Angeles, we present:

### MergerMania-Curb Your Doggerel II

Oh, East is East and West is West We'll rave and rant, we'll all  
(Or Thomson, which is worse) complain  
Reed Elsevier's buying Wolters We'll threaten to rebel.  
(Or is it the reverse?) They'll stroke us with "We're  
fixing it."

They're doubling all the update costs Translated: "Go to....."  
And firing Customer Service  
(They only do it to annoy  
or maybe just unnerve us)

Their billing now will all be done  
By mindless, soulless drones  
Fed on misinformation  
And hardwired with telephones

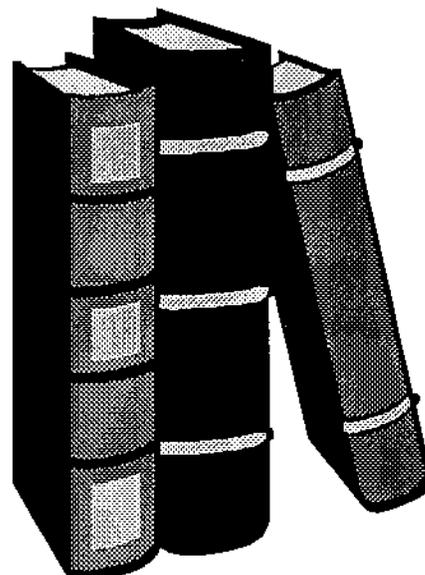
(I'm sad to say the telephones  
[As if you need be told]  
Will only work when calling out  
Call in, you're placed on hold.)

We'll all get giant shipments  
(And they're coming COD)  
Of books we never ordered  
Or we stopped in '83

But what, alas, are we to do  
When things all go so badly?  
It's hard to win Monopoly  
(And I don't mean Milton-  
Bradley.)

So just keep shouldering  
onward  
And try to have no fear  
Until the day when Lexis  
comes through a chip  
behind your ear

And we ALL belong to  
ThomReedWolt  
And we live a life of ease  
Filled with peace and  
brotherhood  
(Just somebody shoot me,  
please.)



By Diane Cascio, Acquisitions

Is the specter of exams hovering over your shoulder?  
Are you going cross-eyed from staring at a fluorescent highlighter? Just need a break? Why don't you-  
**TAKE A WALK!**

The Bay Area is known for its gentle Mediterranean climate. Become reacquainted with it and put new spring in your step by visiting any of the dozens of walking/hiking spots nearby. Whether you desire a peaceful stroll or need something more challenging to unkink those tired muscles,

**STRESS BUSTERS**  
(Continued from page 9)

the South Bay has what you are looking for.

**Shoreline Park-**

Located in Mountain View at the end of Shoreline Blvd., this is a great place to appreciate the wetlands at the end of San Francisco Bay. Broad, flat, and well-maintained paths travel for miles along cattail marshes and open water. Bring your binoculars to see the brown pelicans up close and personal. There is a small man-made lake with paddle boats and canoes for rent, a snack bar with a large menu, and grassy areas perfect for picnicking. Bicycles and roller blades are allowed. Sorry, no pets. Hours- dawn to dusk. Snack bar stays open till 4:00 Monday-Friday, till 5:00 on weekends.

**Villa Montalvo-**

This haven for the arts is hidden in the hills off Highway 9 between Los Gatos and Saratoga. The grounds contain a beautiful old mansion, a gallery, and an arboretum among other things. Behind the amphitheater at the rear of the villa, trails covered with fall leaves wind through the woods. One path makes its way to the top of the ridge where there is a fabulous view of the valley. Open 8:00 to 5:00 weekdays and 9:00 to 5:00 on weekends. Sorry, no pets, bikes, or roller blades.

**Santa Clara University-**

You need a break but can only spare a few minutes? No problem. Take a stroll through the **Mission Gardens**. Consult the map under the wisteria walk to the left of the Mission for points of interest. Watch the squirrels put on a show. Try to spot a hummingbird. Stop and smell the roses. You'll come back refreshed and relaxed.

