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HEAFEY HEADNOTES

SEPTEMBER 1998

Volume 9 Issue 1

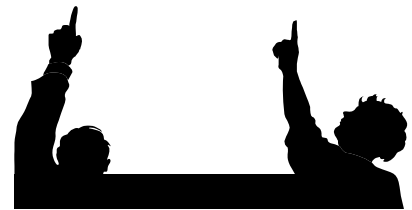
MAY YOUR CUP (NOT) RUNNETH OVER. NEW LIBRARY CARPETING, THE MUG AND YOU.

In an effort to stem the tide (pun intended) of spills in the library, library staff has for several years given away free of charge to each and every law student a spill-proof mug emblazoned with the library's designer logo. If you did not receive your mug please come to the circulation desk in the library and pick yours up. Replacement mugs are \$2.50 each. The Mug is the only acceptable beverage container if you choose to drink a beverage 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 the library in spill-proof containers as a compromise to those who wanted to drink while in the library. Unfortunately, despite offering The Mug, we saw an increase in spills and stains throughout the library. Carpeting throughout the library was so badly stained that it was replaced this Summer.

New carpeting was laid throughout the library over a six week period during the Summer. Because we would like to keep the new carpeting clean and presentable library staff will be strictly enforcing our policy about drinks only in spill-proof containers like The Mug. If you bring an illegal drink container into the library you will be asked to remove it or transfer the beverage into your mug. Your cooperation will be greatly appreciated. Remember, if you lose your mug you can buy a replacement at the circulation desk.

Food is not allowed in the library at any time. Eating in the library disturbs other patrons, attracts rodents and vermin, and spills can destroy books. **PLEASE NO FOOD IN THE LIBRARY.**



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Online Update

By Prano Amjadi,

As is always the case with computers, there are changes on several fronts with computer services in the library. A publication has been created to guide students through the ins and outs of email, computer selection, network cards, and web labyrinth. The guide will be distributed to 1L students and will be available to upper class students online or at the Circulation Desk for a \$2.00 fee. This article will present the highlights of these changes.

The Labs

The computers in all three library computer labs: the Di Napoli and Toso labs, on the 1st floor, and the Ruffo on the 2nd floor, have all been reconfigured in an effort to avoid the serious virus problems that developed last year. It is still very important to virus check your diskettes **BEFORE** you open a file. Access cards are still required to gain admittance to the labs. Doors must remain closed at all times. The Di Napoli lab will become the primary training lab.



Networked Carrels

As part of the renovation project this summer, additional network connections were added to many of the library carrels, increasing the total number of connections to more than **100**. Also more electrical outlets have been added in prime laptop locations. The laptop free zone still exists on the 2nd floor on the west side of the North wing.

OSCAR

Although OSCAR has been available on the web since last year, the library's terminals did not support the graphic interface necessary for web access. Now at the main bank of terminals in the Reading Room there are PCs that provide OSCAR access through the web. Advantages to this format is the ability to jump directly to web sites cataloged on OSCAR

CD-ROM Network

The Reference CD-ROM area has a new home closer to the Reference Desk. New furniture is being built and should be in place by mid semester. The CD-ROM network is also available in the computer labs.

Lexis and Westlaw

For the first time 1Ls will be given full access to Westlaw and Lexis from the start of the Fall semester. Students will be trained throughout the semester in conjunction with their LARAW class. As was the case in previous years all 1Ls are required to complete the 3 part training program in order to receive their grade in Research and Writing. Also, this year Lexis will be training students from the Lexis web access. Software will no longer be distributed to students.



THE ACCESS CARD MORE THAN AN I.D. CARD



Access locks were placed on the lab doors to keep unauthorized users of the library from getting into the labs and using computers reserved for students, so please do not prop the lab doors open. If you do not have your Access card, the Circulation Staff will let you in after verifying that you are an authorized user of the labs.

The Access card received at your orientation is not just another unflattering picture i. d. In the Law Library it serves many important purposes, some of which are vital to your full use of the library and its resources. So always carry your Access card with you especially in the library. Your Access card is your:

Library Card

In order to check out any materials, including professor's reserve materials and old exams, you must have your Access card. When you check out any of the library's conference room keys you will need to leave your Access card at the desk. During peak times it will slow others down if you do not have your card when trying to check out materials.

Copy Card

Once you set up a Flex Account on your Access card you can use it to pay for copies on all five of the library's copiers. All of the copiers- the one in the reserve room, the two downstairs and the two upstairs- are equipped to read the magnetic strip on your Access card. If your flex account is low and you need to make copies, the machines will also take coin. A change machine is located in the first floor copy room. The Circulation Desk cannot provide you with change.

Key to the Library's Computer Labs

All three of the library's computer labs— the Toso and Dinapoli downstairs and the Ruffo upstairs —are locked with an Access card reader. Swiping your Access card will unlock the door.

Proof you belong in the library.

The library staff tries to keep unauthorized users of the library, such as undergraduates, out of the library. In order to accomplish this the staff frequently sweeps through the library checking i.d.s to assure that everyone using the library has a right to be here. During finals and other peak times staff may be posted at the entrance to check i.d.s. If you do not have your Access card you may not be allowed entry into the library. If at any time you suspect an unauthorized user is in the library, please inform the staff at the Circulation Desk and they will check that individual's status.



REGULAR LIBRARY HOURS ARE:

M-TH. 8AM-MIDNIGHT

FRI. 8AM-10PM

SAT. 9AM-10PM

SUN. 10AM-

Library Administration:
554-4451

Director: Mary B.
Emery

Associate Director: Mary
D. Hood

Director of Public
Services: Ellen Platt

Head of Reference:
Barbara Friedrich

Electronic Services
Librarian: Prano Amjadi

Circulation Managers:
Kevin Schweikher
Gladeen LeBoeuf:

Director of Technical
Services: Lynn Fountain

Computer Resources:

Library Computer
Labs: Hadi Amjadi
554-5316

Law School
Computer Services:
Alan Hebert 554-
4677

Kenna Computer Lab

Exceptions for holidays, exams,
or Special Circumstances are
posted at the entrance to the
library and on the library's page
on the law school's web page at
[HTTP://www. SCU.edu/law](http://www.SCU.edu/law)

HEAFEY LAW LIBRARY NAMES AND NUMBERS.

CIRCULATION DESK (To renew materials, general
library information) 554-4072

REFERENCE DESK (Questions about materials, Lexis/
Westlaw questions) 554-4452

(CONTINUED in next
column)



BEYOND HEAFEY: INTERLIBRARY LOAN

By Dolores de la Fuente

Location: Behind the Reference Desk.
Hours: 9 a.m. to 12:30 p.m.

After you have searched on OSCAR and determined that the book or article you need is not available on campus, you may submit an Interlibrary Loan request. The preferred way of doing this is through OSCAR. From the main menu, hit **I> INTER-LIBRARY- LOAN** Request, and follow the screens. Another way to submit your request is by filling out the pink ILL form located at the Reference Desk.

Please give me as much lead time as possible. Your requested material could arrive the next day, or due to various circumstances, be delayed for a long time. Not including enough information on the request will delay the process. Please give all the information asked for on the form. These seemingly trivial bits of information really help to expedite your request. A full and correct citation helps too!

When your requested items arrive, I put a message for you on the bulletin board near the Interlibrary Loan office. You will also be notified by E-mail or by phone. I am in the office during the hours posted above, but you may submit requests at any time.

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students, faculty and
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Circulation.

Editorial Assistants:

Dolores de la Fuente,
Reference.

Tamara Prichard,
Cataloging.



Online Santa Clara Automated Retrieval

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 the book circulates and if it is currently checked out. It is not the full text of the book so you cannot look up a particular case in a case reporter or a particular article in a law review.

Some helpful hints for using OSCAR.



Hint #1

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	KFC 115 A98
2. Attorney's guide to Family law	Heafey	KFC 115 A98 1972
3. California corporate practice	Orradre	KFC 340 C3

DON'T STOP THERE!! Heafey is divided into various locations: Heafey Periodicals, California Collection, Heafey Reference, Stauffer Reserve Collection, Heafey Stacks, Heafey Microform and Heafey Compact Shelving.

Make sure you get the OSCAR screen that gives you the particular Heafey location or you will have trouble finding the book. **Do this by selecting the number to the left of the title you want to see; OSCAR will show you the exact location.**

Hint #2 Press L in Reserve Lists

After you enter Reserve Lists, **option R** from the main menu, and you get to the list of items your professor has on reserve for your class, OSCAR is not finished helping you locate the reserve item. Course reserves are shelved two ways in the Stauffer collection:

1. Library- owned materials with library call numbers are shelved in the Stauffer room by their call #.
2. If a professor puts a personal copy of an item on reserve- this could be a book, photocopy of an exam, sample answer, computer disk etc., it is shelved in the alcove directly across from the entrance to Stauffer. Items in the alcove are arranged alphabetically by the professor's last name.

After you pull up the list of items your professor has on reserve press **L** and you will see either a library call number beginning with a letter such as JX, K, or KF These are shelved in Stauffer by that number. (Continued on Page 7)

OSCAR HINTS FOR SUCCESS

(Continued from page 6)

If the call # begins with Prof. and has your professor's last name the item is shelved in the alcove outside Stauffer.

If you don't press L you won't be able to locate the reserve item. Pressing L will also tell you whether or not the item is checked out and when its due back.



STRESS BUSTERS

By Diane Cascio,
Acquisitions



If the pace of modern life is wearing you down, why not transport yourself to an earlier era? There are a number of small specialized museums near the University that can take you back to a time before traffic jams, hard drives, and T-reg.

You can explore the California of the 1800s by walking just a block away from campus. The **South Bay Historical Railroad Society Museum** stands at the end of Railroad Avenue, directly across from El Camino from the main entrance to the University. Housed in the old Santa Clara depot, this museum reflects the on-going efforts of volunteers who are in love with California's railroad heritage. The building has been spruced up, but the Society has preserved the patina of years of hard use that lends authenticity to the displays. One room contains operating model railroads depicting scenes from California's history. Add a little imagination and you are there- chugging along in a steam locomotive through California's hills and canyons. Admission- Free. Hours- Tuesday 6:00-9:00 PM, Saturday- 10:00AM- 3:00PM.

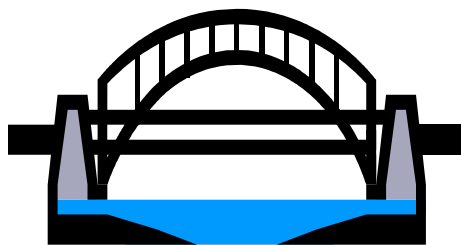
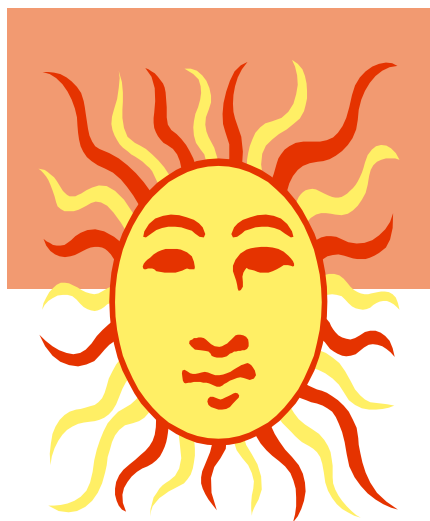
The **Harris-Lass Historic Museum** at 1899 Market Street in Santa Clara portrays everyday family life at the turn of the century. When Johanna Lass offered the property to the city in 1987 she included a barn filled with artifacts from the late 1800's and early 1900's and many of the original family furnishings. The home and barn were so lovingly cared for by the Lass family that relatively little restoration was required to gain the look of a bygone era. When you walk in the door you will think you have gone through a time portal. Friendly, knowledgeable docents will be happy to lead you on a tour, or you can wander about by yourself. By the time you leave you'll be surprised to see automobiles instead of buggies on the street. Admission- \$3.00, \$2.00 Seniors 60+. Hours - Saturday, Sunday 12:00-4:00 PM.

(Continued on page 8)

STRESS BUSTERS

(Continued from page 7)

If the early days of Santa Clara aren't exotic enough for you, don't worry. Just a few blocks away on the corner of Park and Naglee stands the **Rosicrucian Egyptian Museum**. Newly refurbished in July, this Egyptian-inspired building holds the largest collection of Egyptian, Babylonian, and Assyrian artifacts on the west coast. The collection of scarabs, mummified cats, and impressive statuary will have you dreaming of lazy barge rides up the Nile. Admission- \$7.00 Adults, \$5.00 Students and Seniors with ID, \$3.50 Children 6-15, Children under 6-Free. Hours Wednesday-Monday 10:00 AM-5:00PM



Public Services: Your bridge to Research Success

When researching or using the library there is nothing more frustrating than a roadblock in your research. Well, that is what the **Reference and Circulation staff** are here for—to help you overcome the hurdles you encounter in use of library resources. Reference and Circulation each have their own way of helping you. In a nutshell the Circulation desk helps you *get* the materials you need, whereas the Reference desk helps you determine what materials you need to begin your research or jump start your research when you're stalled.

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.



Circulation Can Help You:

- Search for materials OSCAR says should be on the shelf but are not.
- Put holds on materials which are checked out.
- Help you figure out an OSCAR location.
- Help you locate items on special reserve including old exams.
- Help you with computer lab problems when no lab attendant is available.

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 or Westlaw problems.
- Help you locate information in non-traditional areas such as databases and web sites.
- Locate and retrieve materials from other libraries through Interlibrary Loan.
- Help you with computer lab problems when no lab attendant is available.