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HEAFEY HEADNOTES

APRIL/MAY 1999

Volume 9 Issue 4



GOT EXAMS? The easy steps to finding professor's exams in Heafey

By Kevin Schweikher, Circulation

Here's one less thing to stress about when preparing for finals. Copies of professors' old exams are available in the law library. Getting your hands on old exams is a quick and painless process.

- 1) Come to the Circulation Desk in the library.
- 2) Ask to see the "index to exams". The index lists all the exams, by professor and year, that are on file in the library. 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 on file for that year.
- 3.) Tell the desk attendant what year you would like to see. Exams are bound in volumes by year. You may be allowed to only take one exam book at a time if there is high demand for exam books.

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 available option in the library is to check the professor's course reserve. It may be that your professor has put copies of exams on reserve. This too is a quick and painless process.

- 1.) Go to an OSCAR terminal (from home you can do this via OSCAR on the web)

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Celebrate National
Library Week
April 11-



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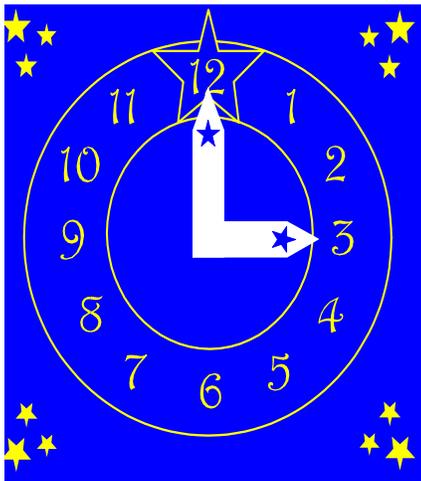
EXAMS

(Continued from page 1)

- 2.) Select 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 professor has on reserve for that particular course.
- 5.) Professor's personal copies of items such as exams are filed in the red boxes in the alcove across from the entrance into the Stauffer Room.

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

Another option is to also check and see if your professor has loaded any of their exams on their course page on HeafERes. The library is working on a way to load the library's current exams onto HeafERes.



EXAM HOURS ARE IN EFFECT APRIL 29- MAY 13

EXAM HOURS ARE:

Mon-Thurs. 8:00 am- 2:00 am
Fri. 8:00 am- Midnight
Sat. 9:00 am- Midnight
Sun. 9:00 am- Midnight

Unexpected staff shortages may cause The Library to close early.

Commencement is Sat. May 15 @ 10:30 AM in the Mission Gardens. The speaker will be Rep. Zoe Lofgren.

The Library will close early May 20. Hours will be posted. The Library will be closed on May 21 for a staff retreat.

Library Hours and other information is posted on the library portion of the Law School Web Page, on OSCAR, and from the Circulation Desk at ext. 4072.





CONGRATULATIONS ON YOUR GRADUATION FROM SCU LAW SCHOOL.

LIBRARY PRIVILEGES AFTER GRADUATION

A. SCU LAW SCHOOL GRADUATES:

While you are studying for the First Bar Examination after you graduate, you may continue to check out circulating materials, and may use conference rooms to study for the exam. After that, your patron status with the library will change. If you need continuing access to Heafey, you must arrange that with the Circulation Staff. If you have any questions regarding library access or fees, please contact the Circulation Desk at (408)554-4072.

You may not use library laptops, computer labs or the use of student Westlaw or Lexis (for exceptions See part B). At the end of this first bar exam, conference room access is denied along with the above mentioned services. Your student Access card is deactivated unless extended library use is granted.

Subsequent Bar Exams:

If you were not a successful “first-time taker” of the Bar exam, access to Heafey is denied unless you request continued use of Heafey “to study for the Bar”. Access and library loan privileges may be arranged without fee for up to two years, or until you pass the Bar Exam, whichever occurs first. You may borrow library materials which circulate but **may not** use conference rooms, library laptops, computer labs, and student Westlaw/Lexis Systems.

B. SCU LAW ALUMNI COMPUTER LAB USE:

If you need access to the career services libraries in Lexis/Westlaw for *job searching* you may, for a short period after graduation, continue to use your Lexis/Westlaw i.d. numbers in the following non-computer lab locations:

1. Access from your home equipment.
2. Public access Westlaw/Lexis terminal in the CD-ROM area by the Reference Desk.
3. Law Career Services Office located in Law House.

For *word processing* and *other general computer use*, you may gain access to Kenna Lab and Orradre Lab by following these steps:

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GRADUATE

(Continued from page 3)

- 1.) Obtain an SCU Alumni i.d. card through the Alumni Office in Donohoe Alumni House.
- 2.) Take the Alumni i.d. card to the lab administrator in Information Technology. Request access to the computer labs. The lab administrator will either issue a VIP card or request the Access Office to activate your old access card if you still have one. You do not need to go the Access Office- the old access card can be updated online.



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

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The Bar at Heafey: Bar Review that is

By Kevin Schweikher, Circulation

You've taken your last law school exam ever. Now you have only one test standing between you and practicing law. When you begin your study for the Bar Exam the library has numerous materials available to assist you.

First of all, when you graduate you are given free access to the library and its materials as long as you are studying for the Bar up to two years after graduation. Once you pass the Bar you need to purchase a library card for continued use of the materials. Most of the Bar review materials in the library can't be checked out of the library.

OLD BAR EXAMS:

In the California Collection at **KFC 76 C3** the library has copies of old Bar exams from 1950-1988, as well as selected answers for some exams. The **Academic Success Program** has 14 volumes of California Bar Exam Questions and answers, arranged by topic, in the Stauffer Room. These binders are located in Stauffer at **KF273 C35**. ASP also has an **Intro to the Bar Program** with materials in the same general area and several corresponding videos as well. To search for ASP videos look on OSCAR (search by keyword: Academic Success Program)

TAPES AND OUTLINES:

Located at the Circulation Desk are Bar Bri outlines and Multi-State workbooks (PMBR). These are "in library use" and circulate for three hours. Ask for them at the Circulation Desk. Also available at the Circulation Desk are audio tapes (sorry, no videos) of Bar Bri lectures. These, as well as the accompanying tape players, also circulate for three hours in the library. A list of available topics on tape is located at Circulation. These study guides also make great study aids for first and second year law students as well.

To access all the Bar review materials in Heafey go online in OSCAR and search by subject: **Bar Examinations—California.**



COMPUTER LAB INFORMATI ON.

Soon the three computer labs in Heafey will be crowded with people trying to get their outlines and assignments done. Here are a few hints to help make the labs a pleasant environment in a stressful time.

- NO FOOD OR DRINK IN THE LABS- NOT EVEN DRINKS IN “THE MUG”
- All three labs in the library close 15 minutes before the library.
- If you need more toner or paper for the printers in the labs, please go to the Reference Desk first. If there is no one available at Reference, Circulation can help you.
- If you experience a problem with any computer please report it *immediately* to the Circulation Desk. You can also fill out a computer problem form available in the labs and return it to the Circulation Desk.
- Don’t spread viruses in the lab! SCAN YOUR DISKS!** If you experience infection on your computer, report it immediately to the Circulation Desk or to the Computer Services Dept. at ext 5316. If your home computer is infected let the computer Services Dept know which computers you used in the library (and possibly infected).

There are many users of the labs. Cooperation from you helps the staff keep the labs running smoothly.

Summer Lexis/ Westlaw Access

Your Westlaw and Lexis access (except for career related databases) will be suspended for summer beginning May 15. Your password can be reactivated for summer use if you are:

- Enrolled in summer classes;
- Working on Law Review staff assignments; or
- Working for a professor

Here’s how to apply for reactivation:

Westlaw: go to <http://lawschool.westlaw.com>. then click on the password extension link and answer the questions.

Lexis— Using the software in the labs, sign on, go into the CAREER library, find the file called SUMMER then fill in the blanks; or, using the website at <http://www.Lexis.com/lawschool> look for the link in the CAREER area, and fill in the form. Lexis will process the requests within 3 business days (72 hours).

Graduating students still have access to the career databases, please see page 3 Sec.B for details.