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HEAFEY HEADNOTES

September 1999

Volume 10 Issue 1



NEW COPIERS:

One of the library's chief goals this summer was to replace the older copiers with new copiers. The new copiers were put in place in late June and have proven to be reliable machines.

The library noticed that of the five copiers that used to be in the library, only four were heavily used and one was virtually never used. So when the new copiers were installed, it was determined that a second copier on the second floor near the Folio Section was unnecessary. The library also found that the Access card was used for copying more than change, so in order to further save on lease costs and get better quality machines, it was decided to reduce the number of machines which accept coin.

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NEW AND IMPROVED AT
HEAFEY.

During the summer, improvements and changes were made to several key features in the library.

LINK PLUS ON OSCAR:

SCU has entered into a consortium with eleven other California universities including among others: CSU Long Beach, Loyola Marymount, San Diego State, San Francisco State, and San Jose State. SCU students may access the catalogs of other consortium members and request items from their libraries. Currently there are only general university catalogs available, as no other law schools belong to the consortium. Link Plus requests can be made from OSCAR by clicking on the Link + option on the first screen of OSCAR. **IMPORTANT NOTE:** Link + requests are handled through Orradre library (the main library across from Benson Center). Materials you request will be

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Access Cards:

The Access card has received a facelift. The card has been revamped with a new picture and background. The barcode on the back is larger for library barcode readers to read it easily. In order to insure there is consistency throughout the campus the Access office is expecting **everyone on campus** to get a new card. **ALL LAW STUDENTS ARE EXPECTED TO HAVE THE NEW ACCESS CARD BY SEPT. 1** The old Access card will be deactivated for use in computer lab doors, on library copiers and other flex account charges on Sept. 1.

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New Library Copiers

(Continued from page 1)

Only the second floor copier is set up to take both change and card. The library no longer has a change machine. Change machines are available in Bannan, Benson Center, and the CPPAE building. If you experience difficulty with the library copiers or the copier in the Bannan lounge please notify the Circulation Desk.

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REGULAR LIBRARY HOURS:

- M-TH 8AM-MIDNIGHT
- FRI. 8AM-10PM
- SAT. 9AM- 10PM
- SUN. 10AM-MIDNIGHT

Exceptions for Holidays, Exams, and Summer hours are posted at the library entrance and at the Circulation Desk. Phone Circulation @554-4072 to find out hours.

LINK PLUS EXPANDS OSCAR'S REACH

(Continued from page 1)

available at the Orradre Circulation Desk and should be returned to Orradre as well. Normally your request should arrive in 3 or so days. Notice of the arrival of your request will not be sent to you. It is the responsibility of the requestor to check on their requests. You can check to see if your Link +request has arrived by viewing your circulation record on OSCAR. To view your circulation record:

1. Click on the "Circulation Record" option on the first screen at an OSCAR terminal.
2. Type in your name and barcode number (on the back of your Access card).
3. To see if your link Plus request has arrived view your "held items" on your record. If your Link + request is available it will be listed here. If you have any questions about Link Plus please speak with someone at the Reference Desk.



THE ACCESS CARD IS REISSUED

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LIBRARY STAFF WILL NOT LET PEOPLE WITH THE OLD ACCESS CARD INTO THE COMPUTER LABS AFTER SEPT. 1

Stop in at the ACCESS office, Benson 106, and have your old card replaced for free with the new card. NOTE: If you've lost your card it will cost you to get a replacement.

Undergraduate students will be flooding the Access office in September so you're encouraged to go soon and get your new Access card.

High Tech News: Lexis/Westlaw, Computer Labs.

LEXIS/WESTLAW NOTES FROM THE REFERENCE DESK.

Visiting and Transfer Students:

If you have not picked up your Lexis/Westlaw Passwords yet please come to the Reference desk.

First Years:

Lexis passwords will be distributed in your Legal Research and Writing Class.

Lexis no longer provides software. Access is through the Web only.

Westlaw software is available by downloading it from the website.

Questions about Lexis/Westlaw please call or stop by the Reference Desk (ext. 4452)

Pac Bell dial up accounts:

The program which was in place to allow SCU students and staff a discount on Pac Bell Internet Access is no longer in effect. To find an internet service provider go to the following URL:
<http://thelist.internet.com/areacode.html>

Look under California for your phone area code to get a listing.

COMPUTER LABS

There are three computer labs in the library. All three have Pentiums with Windows '95, Microsoft Office, and Corel. One lab-Ruffo (upstairs) has 4 Macs. All labs have access to Groupwise and Netscape.

PRINTING:

The Toso lab (downstairs) and Ruffo lab each have a large capacity laser jet printer. The large printers are wired through the University network. If the University network is down these printers are unavailable. Therefore, in Toso and Ruffo labs there is a smaller dedicated printer attached to a computer.

Use the dedicated printers only when the network is down and the other printers are unavailable. Time on the dedicated printers is limited to 15 minutes and during high volume periods sign up is necessary. If you're in the DiNapoli lab (downstairs) and want to print, your print job will come out in the Toso lab 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 the Circulation Desk can assist you.

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

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





Save Your Work

Have to run to class, but don't want the books it took hours to find to be reshelved by the staff? Then come to the Circulation Desk and get a **Book Save Slip**. The slip allows you to save up to 8 books at any table or carrel (except for the audiovisual carrels) for up to three days.

The form is your guarantee that shelvees will not disrupt your materials. Shelvees do shelve materials saved by handwritten notes. So, come to the Circulation Desk and get a Book Save slip if you want to protect your materials.

Please do not re-shelve books you take off the shelves. We appreciate the thought but the library trains paid shelvees to do this, and we need to keep a count on the number of books used in the collection.

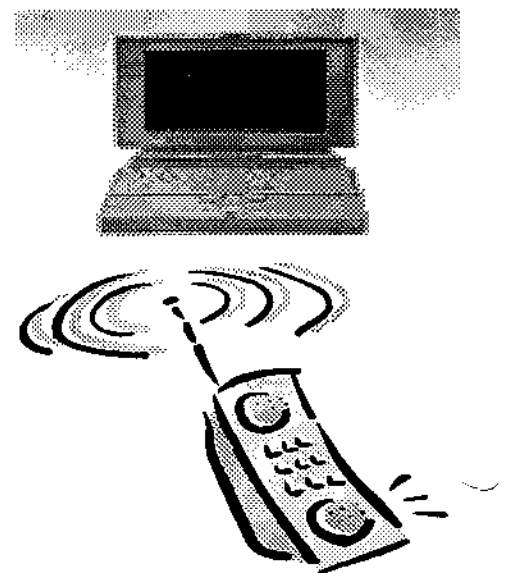
THE MUG: MAY YOUR CUP (NOT) RUNNETH OVER

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. Library staff therefore strictly enforces the policy of beverages in spill-proof containers only and 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.

If you bring your cell phone into the library, please when it rings take it outside before you begin talking. Loud conversation 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.



FINDING COURSE RE- SERVE.

The library offers course reserves both in the library and electronically on HeafERes.

TO FIND RESERVES IN THE LIBRARY:

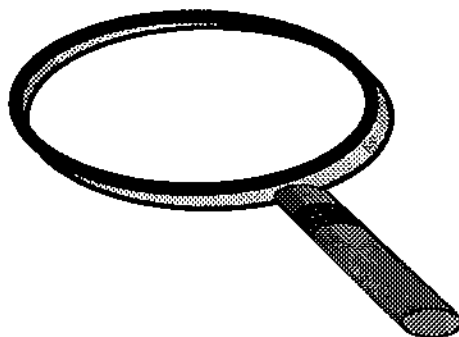
All course reserve materials are shelved in the **Stauffer Reserve Room** near the Circulation Desk.

To Find out what a professor has placed on reserve:

- a.) Look on OSCAR under the "Reserve List" option. You can search either by the course name or the professor's name.
- b.) The display will tell you whether the item is a library-owned item shelved in Stauffer by a library call# or whether it is a professor's personal copy shelved by the Professor's name in one of the red boxes in the "professor's alcove" directly across from the entrance into Stauffer.

Loan Periods for Course Reserves:

Anything removed beyond the Circulation Desk, from



the Stauffer Room must be checked out at the Circulation Desk.

Circulating library owned titles which would usually check out of the library, may be given a 24 hour or 2 hour loan period, depending on class use.

Professor's materials on reserve are usually 2 hours (in library use), but could sometimes circulate for a 24 hour loan period.

When volumes are moved into Stauffer for course reserve from other areas in the library all copies of that volume are moved into Stauffer.

Diskettes and audio cassettes on reserve are held behind the Circulation Desk. Ask the desk attendant to pull them for you.



HEAFERES (COURSE RESERVES ON THE WEB)

The other way course reserves are available, besides physically being in the library, is on Heafey's Electronic reserves (HeafERes). You can access HeafERes over the web at:

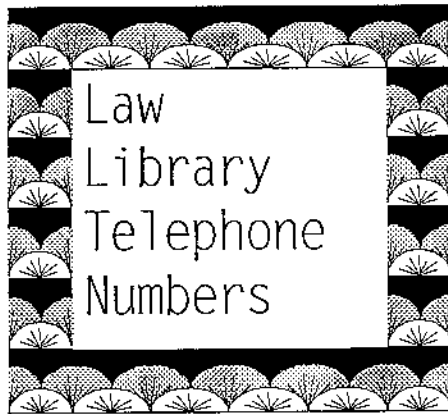
<http://HeafERes.scu.edu/>

Or it can be accessed from the law school's web page in the library portion of the page.

HeafERes is very user friendly and can be searched by either professor or course name. NOTE: Professors can put passwords on materials. The documents your professor loads can be printed or downloaded to disk.

Also available on HeafERes is the current year of the law school exam file. It is indexed on HeafERes. Currently only Spring 1998 exams are available.

The complete exam file of exams professors have released all the way back to the 1970s is only available at the circulation desk. An index to bound volumes of exams is available at Circulation.



SBA:
554-4116

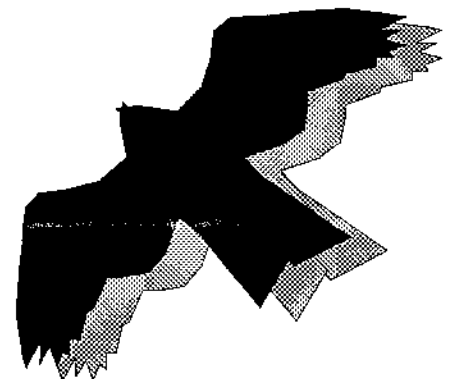
Public Interest Resource Center:
554-5484

Law School Web Master:
554-5135

ASP:
554-4319

Career Services:
554-4350

General University info:
554-4000



Circulation Desk:
554-4072
To renew books, library hours, conference room reservations, library fines/fees, photocopier questions/problems, paper/toner for computer labs.

Computer Services:
554-5316
554-4677
Laptops, software, networking questions.



Admissions:
554-5048

Student Services:
554-7883

Records Office:
554-4766

Reference Desk:
554-4452
Research points, Lexis/Westlaw questions, Interlibrary Loan, training schedules

HOW LIBRARY STAFF CAN HELP YOU GET THE MOST OUT OF THE LIBRARY

Staff at the Reference and Circulation desks are committed to helping you achieve all your research goals. Each department has different ways of assisting you.

What can the Reference Staff 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?

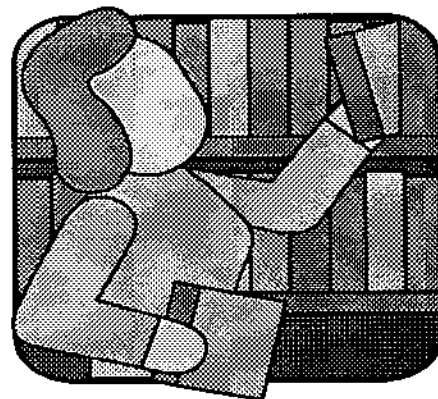
•Show you the following:

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

• Train you to efficiently use:

- OSCAR
- WESTLAW/LEXIS
- Major Library Resources

What can the Circulation Staff do for you? (See page 8)



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

Editor & publisher:
Kevin Schweikher, Circulation.

Editorial Assistance:
Dolores de la Fuente, Reference/Technical Services
Tammie Prichard, Cataloging

What can the Circulation Staff do for you?

• **Answer the following:**

- **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**
- **HeafERes**

The Reference Department is staffed by:

Whit Alexander
Prano Amjadi
David Bridgman
Dolores de la Fuente
Katherine Hall
Mary Hood
Ellen Platt

The Circulation Department is staffed by:

Michael Ford
Katherine Hall
Gus Lane
Kevin Schweikher

and numerous student assistants.

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: Acquisitions staff are responsible for ordering all library materials and making sure all updates for existing materials come in.

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

