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## Heafey Headnotes, Vol. 10, No. 3

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# HEAFEY HEADNOTES

February/March 2000

Volume 10 Issue 3

## y2k bRINGs cHANGE TO THE LAW LIBRARY

By Kevin Schweikher

Though the world didn't come to an end and there was no computer meltdown, the law library is expecting several changes in the year 2000.

Many of these changes are still on the drawing board, but, as they may impact library services, the library would like to give users as much warning as possible.

After years of appeasing a temperamental HVAC system that has made the library either too hot or too cold the library is expecting new ductwork in preparation for a new system. The work on the project is, at present, scheduled to be done during the summer. It is unclear what will be involved and how it will impact the library. The project team will be discussing exact details with the law school and law library staff.

Due to the nature of the project it may be necessary, for safety, to close all or a portion of the library during some of the work. As soon as details of the project are made known, the library staff will be able to begin to make decisions about the duration of closings, if necessary.

During the summer two other area law libraries will also be experiencing renovation and construction related issues. USF will close their law library for the entire summer beginning May 21 so they may move into a new building. Stanford is expecting to do some electrical renovation work.

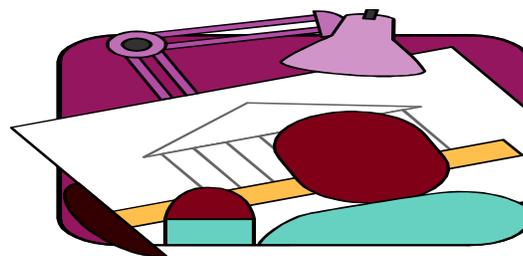
As soon as more details about Heafey's summer renovation are known, information about construction and or closures will be posted throughout the library and in the next issue of Headnotes.

### **Rearrangement of the Collection:**

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## Y2K Changes for Heafey

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The library has begun rearranging the collection to make room for expanding parts of the collection. At the end of the Fall 1999 semester a shift of the downstairs was begun. In mid February of 2000 the downstairs shift was completed.

The next phase of the shifting process will be on the second floor, impacting the general stacks KF 170 to KF9600. The state materials located in KFA through KFW will not be disturbed, though some minor rearranging may take place. The Periodicals K1- K30 will not be affected by second floor shifting. The periodicals will be rearranged at a later time.

Planning and preliminary work for the upstairs shift will be done during the Spring Break in late February. Unlike the first floor shift, the second floor shift will be done in small pieces that may go unnoticed by most library users. The space problem on the second floor is not as critical as it was on the first floor, so the library intends to do the shift gradually with as little impact on library users as possible.

Signs will be posted in second floor areas as they are worked on. As always, if you are unable to locate an item, whether there is a shift occurring or not, please come to either the Circulation or Reference Desk for assistance.

### Have Questions?

Circulation: ext. 4072  
Can answer questions like:

- What are the library Hours for Easter weekend?
- Can I renew my books over the phone? (Yes)
- What are my library privileges after graduation?
- Are my glasses in the lost and found?

Library staff at either extension will get you to the right number (even those outside the library) to answer your question.

### Have Questions?

Reference: ext.4452

can answer questions like:

- Do we have a particular journal or book in the library?
- Has the latest issue of the Federal Register come in?
- How do I request an Interlibrary Loan?
- Lexis/WestLaw information:
  - Search strategies

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

#### Editor and Publisher:

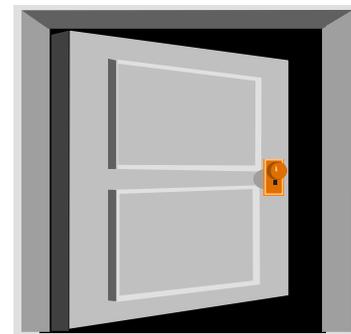
Kevin Schweikher,  
Circulation

#### Technical Assistants:

Dolores de la Fuente,  
Reference.  
Tamara Prichard,  
Cataloging.

# Legal and Illegal in the library

## The Ins and Outs of Library Access



By Kevin Schweikher,  
Circulation

There are the proud, the few, the legitimate users of the library with unrestricted access to Heafey and its services. But, there is another group of users who may be given temporary, restricted access to the library.

### **Legitimate users/ unrestricted Access:**

Law students, faculty, and staff are all legitimate users. Courtesy cards may be purchased by local attorneys or firms. When you graduate from Santa Clara and pass the bar you become this type of user. A schedule of fees and services for alumni library cards is available from the Circulation Desk. Attorneys who purchase courtesy cards may register members of their staff on their card who are also considered legitimate users.

### **Users with no or restricted Access:**

The general public, Santa Clara undergraduates, and graduate students other than law are not typically allowed access to the library. Students from other law schools are typically not allowed access to the law library; neither are undergraduate students from other colleges and universities.

### **Exceptions to the Rules (the tricky part):**

The access policies for the law library are established by the library administration. But, to allow for certain extraordinary situations, they have created exceptions to the access rules. The law library will allow access to:

- Members of the general public who get a pass from the County Law library on

north First Street in San Jose, stating the county does not have the material they require. The pass allows them one time admittance to Heafey to get what they need.

- Santa Clara undergrads who get a pass signed by an Orradre Reference librarian. This allows them one time access to research materials only available in Heafey.
- Undergraduate professors may request permission to allow their entire class (typically senior level seminars) access to the library for special research projects for a limited time.
- Law students from USF and Golden Gate may be granted semester long access provided they go through an application process.
- Both the law school and library administration may grant other special exceptions to the access rules.  
(cont'd see Users page 4)

## Library Users- who's in who's out (Continued from page 3)

The library staff makes a serious effort to enforce the access rules, but at times it may be difficult to do so effectively. On nights and weekends there may only be one or two staff members available to "patrol" the library for illegal users.

If you see someone you do not think belongs in the library, do not hesitate to report them to either the Circulation or Reference Desk. Library staff at their first opportunity will investigate the individual's access and take the necessary steps, if called for, to remove them from the library.

During finals and other busy times the library staff will make a concentrated effort to keep unauthorized users out of the library. This can only be done properly with I.D. checking at the library entrance.



## Quick Reminders:

### Quiet Please:

Sound (conversation, cell phones) travels in the library and is disruptive to other patrons. please try to keep your noise to a minimum, especially in open areas.

### REPORT PROBLEMS TO THE CIRCULATION DESK:

if you notice a problem of any kind in the library, please inform

When problems in the building, such as burned out lights or the temperature, are reported to either service desk, library staff submits a work order to have the problem fixed. The University facilities department is responsible for all repairs in Heafey. Once the work order is submitted we can only wait for personnel to come and fix the problem. If it is an emergency situation repairs will be done immediately, but for routine maintenance we must wait our turn. The library staff will follow up on work orders that have not been filled after

a significant period of time. We're just as anxious as you are to get problems fixed.



## Food and Drink in the Library.

Food and drink are not allowed in the library. The only exception is the “official” Heafey Mug. We gave out the mug at the beginning of the year. If you did not get your mug or need a replacement, which costs \$2.50, ask at Circulation.

Despite giving out mugs, we continue to see a myriad of illegal beverage containers coming into the library. Not to mention an increase in food and drink stains on the carpeting.

The library staff has better things to do than nag you about your food and drink in the library (in fact ALL of those “better things” are for YOUR benefit, and your cooperation will let us get back to them sooner). We don’t like being “food cops”, and we can only assume you don’t like being hounded. But, there are many reasons for the no food and drink rules:

€ Eating and drinking disturbs and irritates your fellow students and library users. People don’t want to smell your left-over lasagne or hear you enjoying a bag of crispy potato chips.

Spills wreak havoc on books, keyboards, carpets, etc. We assume you would rather use a beautiful, pristine book than try to squint through a diet coke stain. We also assume you would rather we buy new materials than replace what we already own because someone spilled coffee or a pesto salad all over it.

The mess, the garbage, the stains. Is this the kind of environment you want to study in?

Food creates a favorable breeding environment for insects, vermin, rodents, and other unwanted “visitors”.

So, please remember:

No food. (no, never, not ever!)

Bring your mug! Paper cups with plastic tops, water bottles, soda cans, etc., are not allowed.

Your cooperation lets us get back to what we’re really here for: answering **your** reference questions, renewing **your** books, processing and cataloging materials for **your**

## DISPLAY CASE USE

Does your group have an upcoming event you’d like to publicize to the law school community? The two glass display cases outside the library near the elevators may be reserved by law school groups. Reservations must be made a month in advance. The entire display case, both sides, or only half may be available depending on scheduling.

Displays put in the case must be tidy and non-offensive. The library administration retains the right to review the contents of the case.

If your group would like to reserve the case, contact the Circulation Desk at 4072.





**LAW LIBRARY  
SCHEDULE FOR  
SPRING 2000**

See below for exceptions to our regular schedule. Regular library hours are:

**Mon-Thurs: 8am-Midnight**  
**Friday: 8am-10pm**  
**Saturday: 9am-10pm**  
**Sunday: 10am-Midnight**

**FEBRUARY 2000:**

**28-29 (Spring Break) Regular Hours**

**MARCH 2000**

**1-3 (Spring Break) Regular Hours**

**APRIL 2000**

**21(Good Friday) Library open: 8am-10pm**  
**22 Library open: 9am-10pm**  
**23(Easter Sunday): 10am-6pm**  
**24-27 (EXAM HOURS BEGIN): 8AM-2AM**  
**28 Library open: 8am-Midnight**  
**29-30 Library open: 9am-Midnight**

**The Computer labs close 15 minutes before the library closes.**

**MAY 2000**

**1-4 Library Hours: 8am-2am**

**5 Library open: 8am-Midnight**

**6-7 Library open: 9am-Midnight**

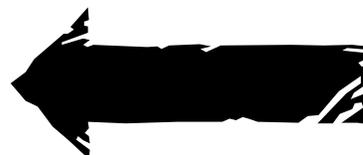
**8-10 Library Hours: 8am-2am**

**11 Library open: 8am-Midnight**

**12 Library open: 8am-10pm**

**13 (Commencement) Library open: 9am-5pm**

**29 (Memorial Day) Library open: 9am-9pm.**



**EXAM HOURS  
IN EFFECT**

**APRIL 24-  
MAY 10, 2000**