

Lexis®Library Guide

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Online version of this guide:
<http://libguides.ials.sas.ac.uk/guides>

IALS website
<http://ials.sas.ac.uk>

About the database

Lexis®Library is a database of legal publications from the United Kingdom, the European Union, the Commonwealth, the United States and other jurisdictions; it also has public international law materials.

This guide is tailored to match the coverage of IALS Library's subscription to Lexis®Library. Lexis provides its own general guides, videos and e-learning resources at: <http://help.lexisnexis.co.uk/training-and-support/products/lexis-library>.

Accessing Lexis®Library

Onsite access: from the [Electronic Law Library](http://ials.sas.ac.uk/library/eservice/elibrary.htm) page of the IALS website (<<http://ials.sas.ac.uk/library/eservice/elibrary.htm>>) select Lexis®Library and click on 'Access onsite at IALS'. Please note that only readers with *academic status* are entitled to use IALS Library's Lexis subscription.

Remote (offsite) access is restricted to IALS academic staff and IALS students. Readers based elsewhere can usually get remote access via their own college or university website.

Home page

The main searching and browsing options offered on the Lexis home page are:

- *Search Lexis®Library* (top of home page): searches all the UK content on Lexis; has filters to limit searches to one type of material, e.g. journals, or cases.
- *Find a Title*: use the various options here to search for a specific UK case, act, statutory instrument or journal article
- *Find a Source* (under *Find a Title*): use this to go straight to a known source, from any jurisdiction: for example, to access the *Harvard Law Review*, type in **Harvard** and click 'Find'.
- *Sources* tab (top right): use this to see what is available on Lexis for a particular jurisdiction: select 'Browse Sources', then choose a jurisdiction from the drop-down 'Country' menu.

United Kingdom content

- Cases: more than 50 UK law reports, including *The Law Reports*, the *All England Law Reports* and the *Weekly Law Reports*; unreported cases from 1980 onwards, consisting of *Official Transcripts, Judgments* and various collections of tribunal decisions.
- Legislation: primary legislation, as amended, from the UK Parliament, the Scottish Parliament and the Welsh Assembly; statutory instruments as amended; historical versions of acts and SIs back to July 1998. (Does not include Westminster legislation applying only to Scotland; Northern Ireland orders; acts of the Northern Ireland Assembly; or local legislation, unless relating to London.)
- Journals: more than 120 full-text law journals and newsletters are available on the Journals page; most of them focus on UK, international or European law.
- Journals Index: an index, with abstracts, to over 500 law journals and blogs. Covers UK, European and international journals (also indexes many American, Canadian and Australian journals).
- Commentary: *Halsbury's Laws* (the comprehensive multi-volume encyclopedia of the law of England and Wales) and 37 other books and encyclopedias; a number of newsletters; explanatory notes to primary legislation.
- News: national and local, newspapers including *The Times* and other national titles, but not the *Financial Times*.
- Current awareness: UK legal news, including a Bill Tracker and an Appeal Tracker.
- *Words and Phrases Legally Defined*: judicial and statutory definitions from the UK, Australia and New Zealand.

Searching for UK cases

Click on the Cases tab to open the case research page. The default is to search 'All Subscribed Cases Sources', which means UK sources, for the most part; click on 'i' for full details of coverage.

On the Cases page you can search for a specific case by party name, citation, date and/or other criteria.

To find any cases on a given topic, or any cases citing a particular case / particular legislation, use the *Search Terms* box. This searches the full text of every case.

The Lexis case citator, 'Case Overview', is included in All Subscribed Cases Sources. It uses a system of traffic light signals to indicate if a case has been reversed, applied, considered and so on; it also provides case summaries.

Searching for UK legislation

Click on the Legislation tab for a detailed legislation search page. The default is to search 'All Subscribed Legislation Sources', which means UK (and Isle of Man) legislation.

To find a particular act or statutory instrument, use the Title and Year boxes. To specify a particular section or other provision, put its number in the Provision box.

To find any legislation on a particular topic (or legislation referring to a particular case, or to other legislation), use Search Terms.

Amendments and repeals are indicated in the text of legislation on Lexis by square brackets, rows of dots and so on; notes at the bottom of each section give further details.

Searching for journal articles

The Journals tab has a detailed journal search form. The default is to search 'All Subscribed Journals Sources'; this consists of UK, European and international law journals, for the most part. To select a single journal instead of 'All Subscribed', click on 'More sources'.

On the Journals page you can search for a known journal article by author, title and/or citation.

To find any articles on a given topic, use the Search Terms box.

To browse journals by title and year, click on Browse (to the left).

European Union official publications

The EU collection consists of primary and secondary legislation, cases, preparatory legislative documents, international agreements and the *Official Journal*, C series.

The quickest way to find EU material on Lexis is by using the Find a Source facility on the home page: simply type in **eu** and click 'Find'.

Alternatively, click on Sources (top right), select 'Browse Sources', then switch the 'United Kingdom' default to 'European/European Union' and wait for the page to refresh.

Shortcuts to EU content:

- On the main (UK) Cases page: click on 'International cases', then select EU Cases from the Sources drop-down menu in the centre of the page.
- On the main (UK) legislation page, click on 'International legislation' to access EU legislation and other EU official publications. At present, the International Legislation menu does not list the collections of EU directives and EU regulations, but they are included in the group file, 'All subscribed European sources'.

Commonwealth material

If you know which publication or collection you want - for example *West Indian Reports*, or 'Australian Law Journals, Combined' - enter its title in 'Find a source' on the home page.

To browse by jurisdiction, open the Sources directory (top right of home page), select Browse Sources, then choose a jurisdiction (for example, Australia).

Overview of Commonwealth content

- For the Commonwealth as a whole, Lexis has the key series, *Law Reports of the Commonwealth*, and a group source called 'Commonwealth and Irish Cases Combined'.
- Australia: Australian Commonwealth (i.e. national) and state/territory cases; 13 journals
- Canada: Federal and provincial cases and legislation; 21 journals
- Caribbean: *West Indian Reports*
- India: *Jindal Global Law Review*
- Malaysia: legislation, cases, *Malayan Law Journal*, *Malaysian Court Practice*.
- New Zealand: cases, *New Zealand Law Journal*, *Laws of New Zealand* (an encyclopedia of New Zealand law)
- South Africa: legislation; two law reports.

United States material

Lexis®Library contains vast databases of US material, including:

- federal and state legislation
- federal and state case law
- Over 700 journals
- A few hundred books, including the American Law Institute's *Restatement of the Law* series.

To browse US content, click on Sources (top-right), select Browse Sources, then select 'United States' from the drop-down Country menu. The content is grouped into folders: Cases, Commentary, Legal Journals, Legislation and so on.

There is a shortcut to US cases on the main (UK) Cases page: click on 'International cases', then select a collection, e.g. 'Federal and State Cases, Combined', from the Sources menu.

US federal statutes as amended (with annotations) are available in the form of the *United States Code Service* (USCS). To access this title, enter **USCS** in 'Find a Source' on the Lexis home page and click on Find; for the entire Code, select 'USCS - United States Code Service - Titles 1 through 54'.

For individual federal laws as passed, use Find a Source and search for **Statutes at Large**, or **Public Laws**.

For a searchable collection of about 440 scholarly US journals, enter **US Law Reviews and Journals, Combined** in 'Find a Source' on the home page (see also 'US & Canadian Law Reviews, Combined').

A larger collection of than 700 US journals is available in the (US) 'Legal Journals' folder; this folder also contains group files, such as 'Arkansas Law Reviews, Combined' and 'Banking Law Review Articles, Combined'.

For books, see the Commentary folder in the United States section of the Sources directory (Sources > Browse > United States > Commentary).

To find material for a particular US state, enter its two-letter abbreviation in 'Find a Source' on the Lexis home page and click on 'Find'. For example, type in **mi** to find Michigan cases, legislation, court rules and journals, **ca** for Californian material, and so on. Lists of these abbreviations are available on the internet, for example: <<https://www.bls.gov/cew/cewedr10.htm>>.

International law material

Lexis's international law content includes International Court of Justice cases, European human rights cases, WTO decisions, treaties and journals. Access to this material is via the Sources directory: click on Sources (top right), select Browse Sources, then switch the default jurisdiction from 'United Kingdom' to 'International'.

Lexis has a group source called 'International Law Review Articles, Combined', covering articles on international law from US-published journals. In addition, many international law journals published in the UK are included in 'All subscribed journals sources', on the main Lexis Journals page.

Other jurisdictions

Lexis also has content from Hong Kong (under 'China' in the Sources directory), Ireland, Mexico and a few other jurisdictions. To see what is available, follow the 'Sources' link on the home page, select Browse Sources, then select a jurisdiction.

Lexis search methods

Connectors

Use connectors between key words and phrases in order to focus your search:

and to search for more than one word (or phrase): **medical and negligence**

or to search for alternatives: **kidney or renal, EU or European Union**

and not to exclude a term: **capital allowance and not property**

w/n to specify proximity: **medical w/5 negligence** (within 5 words of...)

w/s for words/phrases in the same sentence: **treaty w/s interpretation**

w/p for words/phrases in the same paragraph: **treaty w/p interpretation**

Phrases

With one important exception, the search facilities on Lexis®Library automatically read consecutive words as a phrase (unlike Westlaw). Thus, if you enter **unfair dismissal** it will only find this exact phrase.

The exception is the basic search facility at the top of the home page, 'Search Lexis®Library'. If you are using this and you want to find an exact phrase, put the phrase in double quotation marks, for example "**unfair dismissal**".

Wildcards

- Truncation: to find variations of a word, add the ! symbol to its stem: for example, **acqui!** will find *acquire, acquires, acquisition* and other words starting with 'acqui'.
- Single character wildcard: to replace a single character, use the * symbol (asterisk): for example, **wom*n** will find woman or women, **bank**** will find banker or banked (but not banking or bankrupt).

For more information about connectors and wildcards, see 'Search tips' on the various Lexis search pages, or open the Help page.

Editing a search

On the search results screen there is a 'Search within results' facility (top left); enter more search terms here to narrow down your search.

To go back and amend your search, click on the pencil icon (top right), then add more terms and/or specify proximity (see above).

Printing, emailing and downloading

Once you have displayed a document on the screen, you can print, email or download it using the icons at the top.

Alternatively, from the search results list you can select several documents to print, email or download, using the tick boxes on the left. Having made your selection, use the icons at the top to print, email or download them.

N.B. It is not advisable to add things to the My Documents folder, because Lexis®Library will only keep the contents of 'My Documents' **while you are using Lexis**. If you stop using Lexis for a few minutes the documents will be lost.

If you need help with Lexis®Library, please ask at the Library Enquiry Desk, or contact us by:

- telephone: 020 7862 5790
- e-mail: ials@sas.ac.uk