

## 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>

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## Lexis®Library Introductory Guide

### 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 covers international law.

This guide is tailored to match the coverage of IALS Library's Lexis subscription. For general guides, videos and e-learning resources, see:  
<https://www.lexisnexis.co.uk/help-and-support/lexis-library>.

### Accessing Lexis®Library

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

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

### Home page

The main options offered on the Lexis home page are:

- *Search Lexis®Library* (top of home page): searches all the UK content, EU content and a few other sources (including some international law titles published in the UK). Can be limited to one type of material, e.g. journals.
- *Find a Title* (centre of home page): use to search by title for a UK case, act, statutory instrument or journal article.
- *Find a Source* (part of *Find a Title*): use this to bring up a specific source, e.g. *Modern Law Review* or *EU Legislation*.
- *Sources* tab (top right): use this to see what is available on Lexis:
  - for UK and EU content and a few other sources (e.g. *Irish Reports*, *West Indian Reports*), use 'Find a Source' or 'Browse Sources';

- for US, Australian, Canadian and other foreign and international law material, select 'International Content'.

## United Kingdom content

- Cases: about 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 (SIs) as amended; historical versions of acts and SIs back to 1998. (Does not include: Westminster legislation applying only to Scotland; Northern Ireland orders; acts of the Northern Ireland Assembly; 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 not just UK journals but European, American, Canadian and Australian journals, as well as journals of international law.
- Commentary: *Halsbury's Laws*, the multi-volume encyclopedia of the law of England and Wales, and 40 other UK books and encyclopedias; a number of newsletters; explanatory notes to primary legislation.
- News: national and local newspapers, including *The Times* (but not the *Financial Times*).
- Current awareness: UK legal news, including a Bill Tracker and an Appeal Tracker.
- *Words & Phrases Legally Defined*, a dictionary of judicial and statutory definitions from the UK, Australia, Canada and New Zealand.

## Searching for UK cases

Click on the Cases tab to open the case research page.

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.

To find a particular act or statutory instrument, use the Title and Year boxes. To specify a 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.

## Searching for journal articles

The Journals tab has a detailed search form, which covers UK, European and international law journals, for the most part and the Journals Index. To select a single journal instead of 'All Subscribed', click on 'More sources', or click on 'Browse' (on the left) then on the plus sign next to the journal's title.

On the Journals tab 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 legislation**, or **EU cases** (and so on) 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.

## Commonwealth material

The main Commonwealth collections on Lexis consist of material from Australia, Canada, India (one journal only), New Zealand, Malaysia and South Africa. To access this material, click on 'Sources' (top-right of Lexis®Library home page), then 'International Content'.

A few Commonwealth titles are in the main part of Lexis®Library, not on the International Content platform (because they are published in the UK). These include *West Indian Reports* and *Law Reports of the Commonwealth*. They can be accessed using 'Find a source' on the Lexis®Library home page, or via 'Sources' – 'Browse Sources'.

## Overview of Commonwealth content

- Commonwealth as a whole: *Law Reports of the Commonwealth* (see above for access information)

- Australia: Australian Commonwealth (i.e. national) and state/territory cases; 13 journals
- Canada: Federal and provincial cases and legislation; 21 journals (N.B. Many, but not all, of the Canadian journals are under 'United States' on the new International Content platform.)
- Caribbean: *West Indian Reports* (see above for access information)
- India: *Jindal Global Law Review* (under 'United States')
- 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; *Butterworths South African Constitutional Law Reports*

### United States material

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

- federal and state legislation
- federal and state case law
- Over 850 journals
- About 200 books, including the American Law Institute's *Restatement of the Law* series (under United States – Secondary Material)

To browse the US content, click on 'Sources' (top-right) and select 'International Content', then 'United States'. You can search the list of US titles, and/or filter by type of material (e.g.cases).

The search facility on the International Content platform defaults to 'All': click on the down-arrow to select US content only.

#### TIPS

To find a section of the *United States Code Service* (the Lexis version of the *United States Code*), set the search facility to cover 'US Statutes and Legislation' and enter the citation, e.g. **17 USCS 203**.

To search by key word within the US Code, under 'Browse Sources', find and select *United States Code Service*, then use 'Search within this source'.

Federal laws as passed are on Lexis under *United States Statutes at Large* or *USCS - Public Laws*.

To find material for a particular US state, under 'Browse Sources', select 'United States', then enter the state's two-letter abbreviation in 'Search for sources': **mi** for

Michigan, **ca** for California and so on. Lists of these abbreviations are available on the internet.

### **International law material**

Some international law content is found in the main (UK) part of Lexis®Library, as well as on the International Content platform:-

European Court of Human Rights cases: see Sources - Browse Sources – Europe/European Union – Cases;  
International Court of Justice and GATT/ WTO cases are on the International Content platform: see Sources – International Content – International Law (GATT/WTO cases are under ‘Administrative Materials’);

Treaties involving the United States: see Sources - International Content – United States – Search for sources: treaties;

Journals of international law: some on main (UK) Journals tab; others on International Content platform (under ‘Secondary Materials’).

### **Other jurisdictions**

Lexis also has a small amount of material from:-

Hong Kong: see Sources – International Content

Ireland: see Sources – Browse Sources – filter by country

Mexico: see Sources – International Content – United States – *Mexican Caselaw*

It also has a collection of Lex Mundi guides, e.g. *Lex Mundi's Guide to Doing Business in Brazil*. These are found on the International Content platform, under ‘United States’.

### **Lexis search methods**

#### **Connectors**

Focus your search using connectors between key words and phrases:

**and** to search for more than one word/ 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** to find words/phrases occurring in the same sentence: **treaty w/s interpretation**

**w/p** to find 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 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 it in double quotation marks, for example "**unfair dismissal**".

## Wildcards

- Truncation: to find variations of a word, add the ! symbol (exclamation mark) 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®Library UK search pages, or open the Help page. On the International Content platform, click on 'Search Help'.

## Editing a search

On the UK version of Lexis®Library, the search results page has a 'Search within results' option, in which you can enter additional search terms to narrow down the search. To go back and amend the search, click on the pencil icon (top right), then add more terms and/or specify proximity (w/n, w/p, w/s: see above).

On the International Content platform, the search box is displayed above the list of search results, allowing you to add words to your original search and/or specify proximity.

## Printing, emailing and downloading

On the Lexis®Library UK platform, print, email and download icons appear at the top after you have run a search, or opened a document.

N.B. It is not advisable to add things to the My Documents folder (UK platform), because Lexis 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.

On the International Content platform, print/email/download icons appear when you open a document. It is not possible to print/email/download from the search results list on the International Content platform.

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](mailto:ials@sas.ac.uk)