

## Lexis®Library Guide

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Library enquiries

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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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### 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.

Please note that IALS's subscription to Lexis®Library is for *academic use only*. This guide is tailored to match the coverage of our Lexis®Library subscription. For general guides, videos and e-learning resources, see the LexisNexis website.

### Accessing Lexis®Library

Onsite access: from the [Electronic Law Library](#) (<<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's own academic staff and students. Readers based elsewhere can usually get remote access via their own college or university website.

### Home page

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

- Search Lexis®Library: this is the main search facility at the top of the Lexis home page. It searches all the UK content. Use the filters to search journals only, cases only and so on.
- Quick Find: use this facility to search for a specific UK case, act, statutory instrument or journal article.
- Find a Source: use this go straight to a particular source, from any jurisdiction: for example, to access the *Harvard Law Review*, type in **Harvard** and click on Find.
- Sources directory: to see what non-UK content is available on Lexis, click on Sources (top right), select 'Browse Sources', then choose a jurisdiction.

## United Kingdom content

- Cases: more than 50 UK law reports, including *The Law Reports*, the *All England Law Reports* and the *Times Law Reports*; unreported cases from 1980 onwards (*Official Transcripts*, *Judgments* and 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 a large number of American, Canadian and Australian journals).
- Commentary: *Halsbury's Laws* (comprehensive multi-volume encyclopedia of the law of England and Wales); ten books, including *Bennion on Statutory Interpretation*; 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, New Zealand and New Zealand.

### Searching for UK cases

Click on 'Cases' at the top of the home page to open the case research page. The default is to search 'All Subscribed Cases Sources'; this means UK sources, essentially – click on the 'i' button for full details of coverage.

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.

There are additional boxes for searching by party name, citation, date and other criteria.

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 'Legislation' for a detailed 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 by square brackets, rows of dots and so on; notes at the bottom of each section give further details.

### **Searching for journal articles**

Select 'Journals' from the Lexis home page to display a detailed search page. 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, click on 'More sources'.

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 the available journals by title and year, click on Browse, to the left of the Journals page.

### **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 to use the Find a Source facility on the home page: type in **eu** and click 'Find'.

Alternatively, click on Sources (top right), select 'Browse Sources', then switch the 'United Kingdom' default to 'European Union'.

Shortcuts to EU content:

- On the main (UK) Cases page: click on 'International cases', then select EU Cases from the Sources drop-down menu on the search page.
- On the main (UK) legislation page, click on 'International legislation' to access EU legislation and other EU official publications.

### **Commonwealth content**

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

- Commonwealth as a whole: *Law Reports of the Commonwealth* and the group source *Commonwealth and Irish Cases Combined*
- Australia: Commonwealth (i.e. national) and state/territory cases; 13 journals
- Canada: Federal cases and legislation; provincial cases; some provincial legislation; 21 journals
- Caribbean: *West Indian Reports*
- Malaysia: legislation, cases, *Malayan Law Journal*
- New Zealand: cases, legislation, *New Zealand Law Journal*, *Laws of New Zealand* (an encyclopedia)
- South Africa: legislation; constitutional and tax cases

### United States

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 the US content, open the Sources directory: click on Sources (top-right), select Browse Sources, then switch the UK default to 'United States'. 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' (on the left), then select a collection (e.g. Federal and State Cases, Combined) from the Sources drop-down menu.

For the *United States Code Service* (codified federal statutes, as amended, with annotations), enter **USCS** in 'Find a Source' on the Lexis home page and click on Find, then 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').

There are more than 700 US journals in the Legal Journals folder (click on Sources – Browse Sources – select US). The 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 Sources directory.

To find material for a particular US state, enter its two-letter abbreviation in 'Find a Source' on the Lexis home page. For example, type in **mi** to find Michigan state cases, legislation, court rules and journals, **ca** for Californian material, and so on. Lists of these abbreviations are widely available on the internet (e.g. <<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 is via the Sources directory: click on Sources (top right), select Browse Sources, then switch the default jurisdiction from UK to International.

Lexis has a group source called 'International Law Review Articles, Combined', covering articles from specialist international law journals and other, more general, journals. See also the main Journals page, which includes other relevant journals.

### **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.

## **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 bankere or bankede (but not banking or bankrupt).

For more information about connectors and wildcards, see 'Search tips' on the detailed 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 focus 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

If you have displayed a full document, e.g. an act, a case, or a journal article, you can print, email or download it using the icons at the top.

From the search results list, you can select the documents that you want to print, email or download using the tick boxes on the left. Now use the icons at the top to print, email or download the selected documents.

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