

## 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, Ireland, the European Union, the Commonwealth, the United States and other jurisdictions; it also covers international law.

The main part of Lexis®Library covers UK, Irish and EU law, plus a few foreign and international law titles that are published in the UK (e.g. *West Indian Reports* and *Asian Journal of International Law*). For US law, Commonwealth law and much Lexis' international law material, open Lexis®Library's Sources directory and select 'International Content'.

This guide is tailored to IALS Library's Lexis subscription. For general guides, videos and e-learning resources, see: [www.lexisnexis.co.uk/help-and-support/lexis-library](http://www.lexisnexis.co.uk/help-and-support/lexis-library).

### Accessing Lexis®Library

Onsite access: from the Law Databases page (<<https://ials.sas.ac.uk/library/legal-databases-and-digital-resources/law-databases>>), 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 from other institutions 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*: searches all the UK, Irish and EU content; can be limited to one type of material, e.g. journals.
- *Find a Title*: use to search by title for a journal article, a UK or Irish case, or UK legislation.
- *Find a Source* (part of *Find a Title*): use this to bring up a specific publication, e.g. *Modern Law Review*, or a specific collection, e.g. *EU Legislation*.

## United Kingdom content

- Cases: about 60 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; retained EU legislation. (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 more than 100 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* (access using Find a Source, on home page): 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 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 and tick 'Act' or 'SI'. 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), enter key words in the Search Terms box.

## Searching for journal articles

The Journals tab provides a collection of mostly UK, European and international law journals, as well as Lexis' Journals Index.

To select a single journal (instead of 'All Subscribed'), click on 'Browse' (on the left).

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, open the Sources tab (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, New Zealand, Malaysia and South Africa. To see these collections, open the Sources tab (top-right of Lexis@Library home page), then select 'International Content'.

Commonwealth titles that are published in the UK are located in the main part of Lexis@Library, not in the International Content section. They include *West Indian Reports* and *Law Reports of the Commonwealth*. Access them using 'Find a source' on the Lexis@Library home page, or via the Sources tab (then selecting 'Browse Sources' and choosing a jurisdiction from the 'Country' drop-down menu).

## Overview of Commonwealth content

- Commonwealth as a whole: *Law Reports of the Commonwealth* (located in main part of Lexis@Library, not on the International Content platform; accessed using Find a Source, on the home page).

- Australia: Australian Commonwealth (national) and state/territory cases; about 15 journals (N.B. Some of the Australian journals are listed under 'United States').
- Canada: Federal and provincial cases and legislation; about 20 journals (N.B. Many of the Canadian journals are under listed under 'United States').
- Caribbean: *West Indian Reports* (in main part of Lexis@Library, not on International Content platform; access using Find a Source on Lexis home page).
- 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 contains vast databases of US material, including:

- federal and state legislation
- federal and state case law
- about 750 journals (under United States – Secondary Material)
- 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 jurisdictions: 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**

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: see Sources – International Content – International Law (GATT/WTO cases are under 'Administrative Materials', not 'Cases');

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 'International Law' - 'Secondary Materials').

### **Other jurisdictions**

Lexis also has material from:-

France: see Sources – International Content

Hong Kong: see Sources – International Content

Ireland: see Sources – Browse Sources – filter by country

It also has a collection of Lex Mundi guides, e.g. *Lex Mundi's Guide to Doing Business in Brazil*. These are 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 bankerer or bankeded, 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

In the main (UK) part of Lexis®Library, the search results page has a 'Search within results' option; enter additional key words here 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 visible above the list 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.

If you need help with Lexis®Library, please ask at the Library Enquiry Desk, or email [ials@sas.ac.uk](mailto:ials@sas.ac.uk)