LexisLibrary Quick Start Guide

The home page

The navigation toolbar is located at the top of homepage:



This is divided into search pages by resource type.

This is a guide to getting started searching LexisLibrary including; the **Find a Title** search on the homepage, the **Cases, Legislation, Journals, Commentary, News**, and **Sources** search.

Key content overview:

Cases	Legislation
 The Incorporated Council of Law Reporting (ICLR) Law Reports The All England Law Reports. The Weekly Law Reports Specialist law reports e.g. Fleet Street Reports, and Butterworth's Company Law Cases. 	 UK Acts UK Statutory Instruments (amended). Historical versions available for acts that came into force after 1998.
Journals	UK Newspapers
 Full text of around 150 UK law journals. These include the New Law Journal and Law Society Gazette, published weekly they provide overviews of legal issues, and are good for current awareness. Specialist journals such as Journal of Criminal Law. 	 UK national and regional newspapers including: The Times (from 1985), The Guardian, and The Daily Telegraph (from 2000 to present).

Search



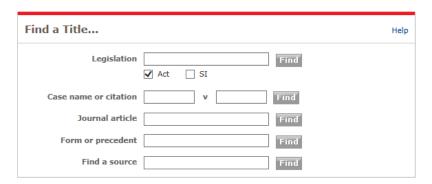
Use the **Search LexisLibrary** box at the top of the homepage to quickly search across all LexisLibrary UK content. You do not need to use any special search terms or connectors. Select filters to narrow your search to a specific resource, e.g. cases, legislation, journals, or commentary.

Find a Title

Use the **Find a title** search on the left side of the homepage to quickly search by legislation title, case name or citation, journal article title or citation.

Find a source searches for the title of UK sources only.

For more detailed search forms select the relevant resource from the top navigation menu.



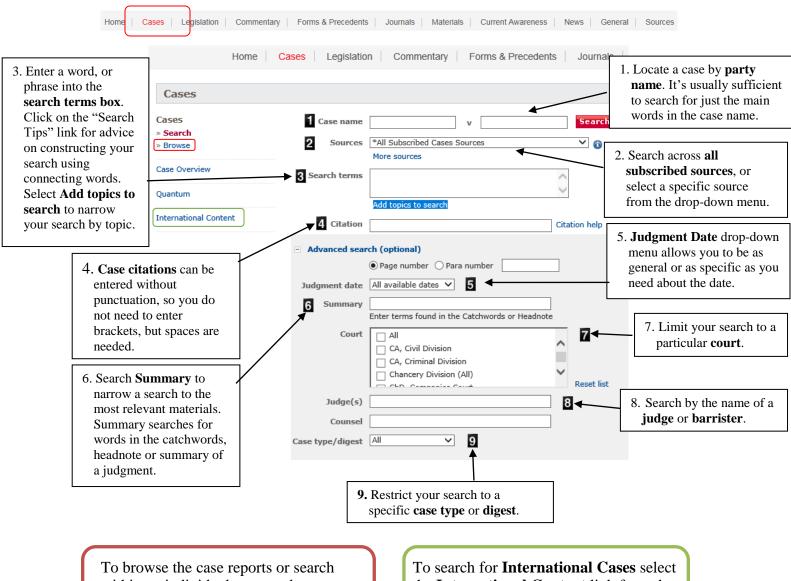
Glossary

Search the glossary for definitions of over 3,300 legal terms with links to key related content such as cases Legislation and commentary.



Cases Search

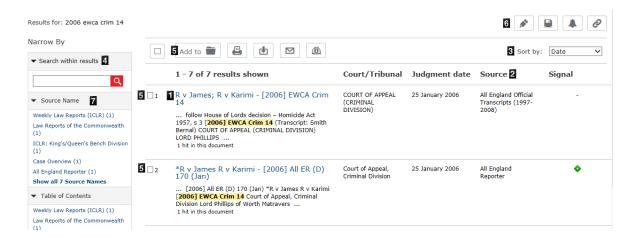
Select **Cases** from the top navigation menu to go to the Cases search page.



To browse the case reports or search within an individual report select **Browse** from the left side menu.

To search for **International Cases** select the **International Content** link from the left side menu.

Case Search Results

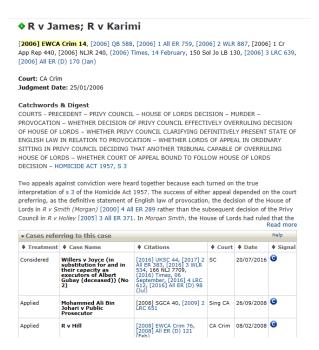


- 1. **Case Name**. Select the case name to view the full text.
- 2. **Source** e.g. All England Reporter and case overview documents (see below for further information).
- 3. Select the **Sort results by** drop-down to sort the results by relevance, date, case name, court or jurisdiction.
- 4. **Search within your results** to narrow your search further.
- 5. **Select a document** to shortlist, email, or print your documents. Documents will be saved in the My Documents folder for 24 hours.
- 6. Edit search, save your Search, create an alert for your search results which runs on a designated schedule and delivers results to you, and create a **Direct Link** to the search results.
- 7. **Narrow by** groups your results by source, table of contents, and topic. This is useful for narrowing your search.

Case Overview

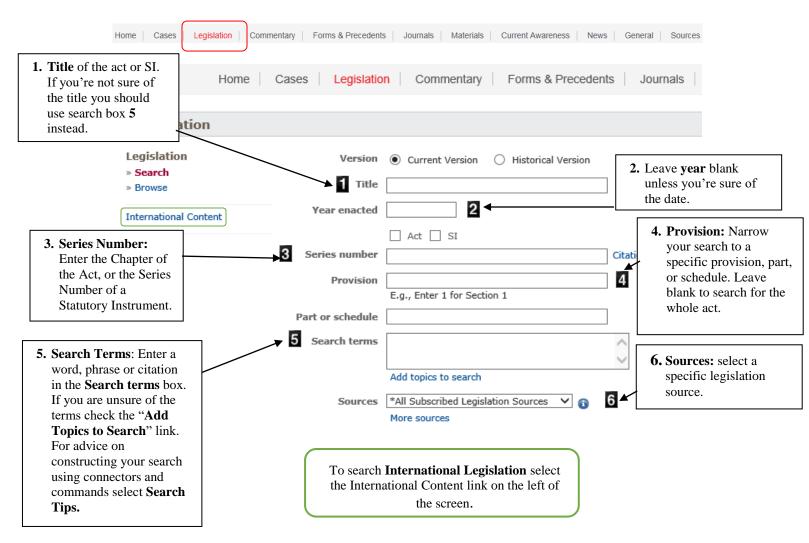
Case Overview documents are a comprehensive case record providing Catchwords & Digest, and cases which refer to the case.

A signal system indicates the treatment of the case.



Legislation Search

Select Legislation from the top navigation menu to go to the Legislation search page.



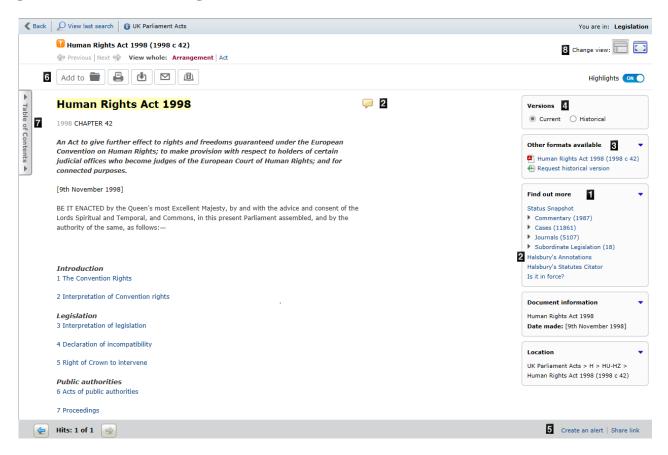
Legislation Results



- 1. **Results list:** Select the first result to view the whole act. Subsequent results list the individual sections
- 2. **Search within your results** to narrow your search further.

- 3. **Narrow by:** narrow your results by source, table of contents, and topics.
- 4. **Add to My Documents** to shortlist, email, or print your documents. Documents will be saved in the My Documents folder for 24 hours.
- 5. Edit your search, save your Search, create an alert for your search results which delivers results to you, and create a Direct Link to the search results.

Legislation Document Page



- 1. Find out more section contains links to related commentary, cases, journal articles, and subordinate legislation.
 - Status Snapshot shows status signals for each section indicating current status.
 - Halsbury's Statutes Citator is a quick and easy-to-use guide to the current status of the legislation with links to amending legislation.
 - Is it is force? provides initial commencement dates.
- 2. **Halsbury's Annotations:** Select the speech bubble icon to open Halsbury's Annotations. Halsbury's Annotations provides; commencement dates, parliamentary debates, background to legislation, words and phrases defined statutorily, judicial interpretation of statutes, cross-references to other provisions of the Act and to other relevant legislation, subordinate legislation and the origin of consolidating legislation.
- 3. **Other Formats:** Select to open a pdf of the whole act in a separate window.
- 4. **Versions:** Select **historical** to view historic versions of legislation that came into force since 1998.
- 5. Create an Alert and share a direct link to the document.

- 6. Add to **My Documents**, **print**, **download and email** the document.
- 7. Select the side tab to open the **table of contents** for the act.
- 8. **Change View:** switch between normal view and plain view. Plain view removes the right side panel to give a less cluttered view of the page.

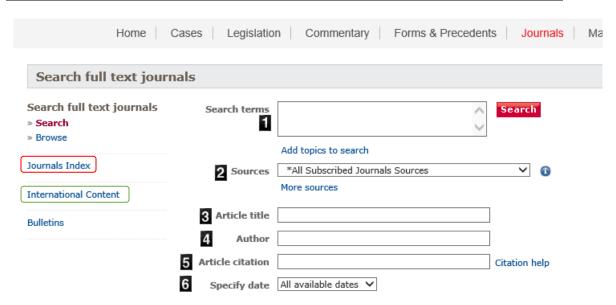
Journals Search

Select **Journals** from the top navigation menu to go to the **Journals** search page.



LexisLibrary contains more than 150 full text journals such as the New Law Journal and Law Society Gazette.

To access **International Journals** select the link **International Content** link in the left side menu.



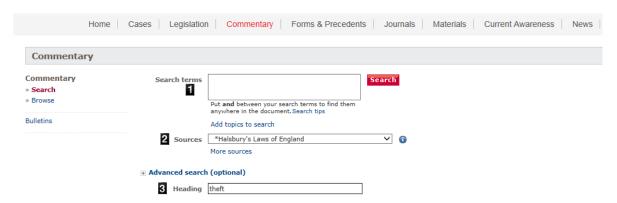
- 1. **Search Terms**: Enter your search terms or "phrase" here. If you're not sure which search terms to use select "Add Topics to Search" to browse the Subject Directory.
- 2. **Sources**: To search within a specific journal select it from the Sources drop down menu. Select "all subscribed journal sources" to search across all full text UK journals. Select more sources to add titles to the drop down list.
- 3. Enter the **article title** (not the title of the journal) here.
- 4. Enter the **Author's surname** here.
- 5. Search by **article citation.** Exclude punctuation e.g. 157 nlj 789 instead of (2007) 157 NLJ 789
- 6. **Specify date** here. Search by a specific date or date range.

Search the **Journals Index** to search beyond the full text journals available in LexisLibrary. The journals index (available from the left side menu), is an index of legal articles from UK journals, and leading legal blogs. The index provides overviews of the articles with links to the full text in LexisLibrary, where available. If an article is not available from LexisLibrary it may be available from another Online Library database.

Commentary - Halsbury's Laws of England

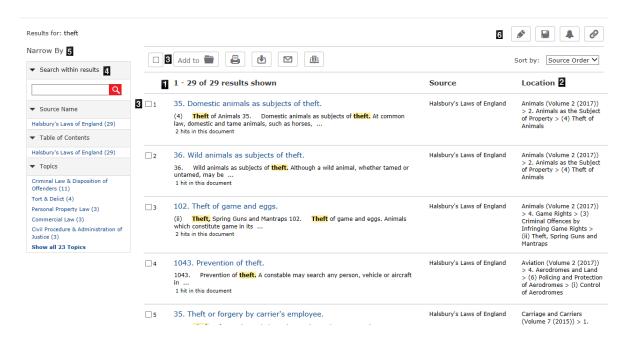
Halsbury's Laws of England is an encyclopedia of law which provides a complete statement of law in England and Wales. Search Halsbury's Laws to find the most important cases and legislation.

Select Commentary to search LexisLibrary's commentary sources which includes Halsbury's Laws of England.



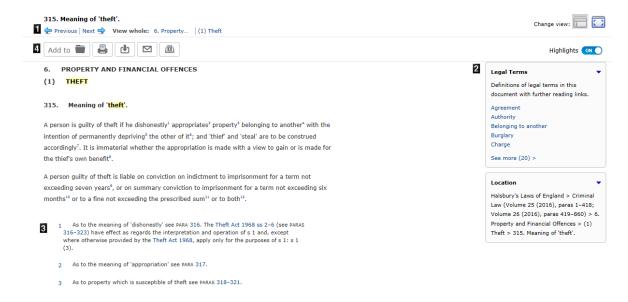
- 1. **Search Terms:** enter search terms surrounding the topic of law you are interested in.
- 2. **Sources:** in this example Halsbury's Laws of England is selected. To search across all commentary sources select "All Subscribed Commentary Sources" from the list.
- 3. **Heading:** search the heading box for heading terms. In this example the search is for theft.

Halsbury's Laws of England Results Page



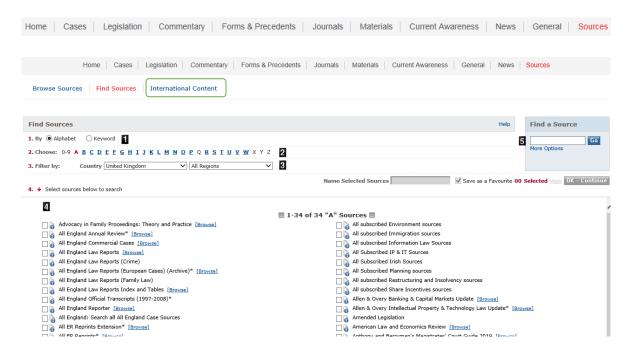
- 1. The results **title column** displays the legal term and number of the paragraph within Halsbury's Laws of England.
- 2. The **Location column** the location of the paragraph within the Halsbury's Laws of England volumes.
- 3. Select **Documents** to add to My Documents, download, email, or print your results. Documents will be saved in the My Documents folder for 24 hours.
- 4. **Search within your results** to narrow your search further.
- **5.** Narrow by: narrow your results by source, table of contents, and topics.
- 6. Edit, save, create alert, save link to results.

Halsbury's Laws of England Document Page



- 1. Navigation within Halsbury's
- 2. Legal Terms: definitions of legal terms in the document. Select a legal topic for a summary of the definition within Halsbury's including key legislation, key cases and related journal articles.
- 3. Footnotes: Select the footnotes button after the document text, or select the small page icon to the right (3) to view the footnotes in the right side pane.
- 4. Add to your **My Documents folder**, **print**, **download and email** the document displayed.

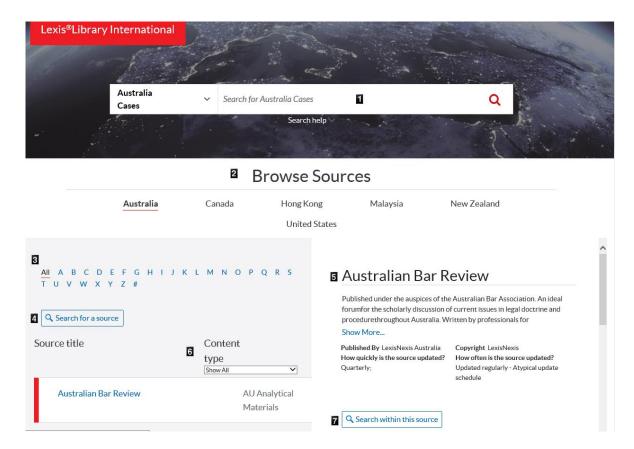
Sources Search (UK)



- 1. Browse sources **alphabetically** or search by **keyword**.
- 2. Choose sources from the **A to Z** list.
- 3. Filter sources by **country** and **region**. Please note that most sources here are UK sources. Select **International Content** to view international sources.
- 4. **Results** panel. Select the sources to search by ticking the box. Then select the OK-Continue button on the right of the screen.
- 5. Search the **Find a Source** search box to search across all UK sources. This search box is also available in the Quick Search section on the homepage.

LexisLibrary International Content

To access **LexisLibrary International** select the **International Content** links from the sources search page, and the left side of the cases, legislation, and journals search pages.



- 1. **Search box** (defaults to Australia Cases). Change the content type and/or jurisdiction from the drop down menu.
- **2. Browse Sources:** select jurisdiction to browse the available sources.
- 3. Alphabetical list of sources for the selected jurisdiction.
- 4. **Search for a source title** within the selected jurisdiction.
- 5. Overview of selected source.
- 6. **Filter source list** by content type; cases, secondary materials (journals), or legislation.
- 7. **Search within the selected source** e.g. authors surname AND "title"

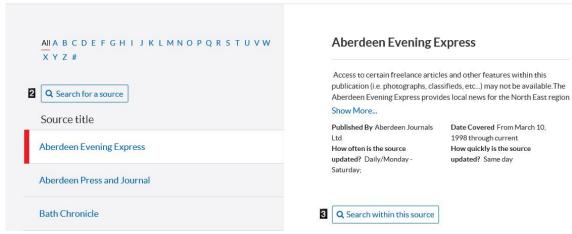
News

The LexisLibrary newspaper database contains UK national and regional newspapers from the 1980s to present. The database includes The Times, which is very useful if you want to see how a high-profile case was reported in the press.

To access newspapers select News from the top navigation menu.

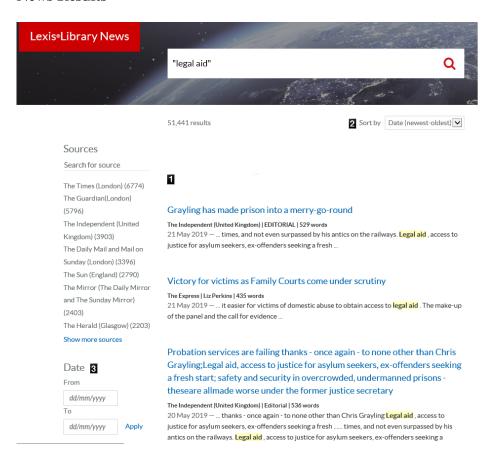


Browse Sources



- 1. Enter your **search terms** into the boxes provided to search all UK news.
- 2. Search for a Source: or select a source title from the alphabetical list.
- 3. Search within a source.

News Results



- 1. Search results list.
- 2. **Sort results** by relevance, or date newest to oldest, date oldest to newest.
- 3. **Filter results** by date

Need Help? Contact the Online Library Enquiry Service

Contact the Online Library Enquiry Service http://onlinelibrary.london.ac.uk/support/help/online-library-enquiry-service

Email at: OnlineLibrary@london.ac.uk

Contact us form at: http://onlinelibrary.london.ac.uk/about/contact-us?type=library_enquiry

Ask a Librarian Live Chat: https://onlinelibrary.london.ac.uk/support/online-library-enquiry-service/ask-librarian-live-chat

By telephone at: (+44) 020 7862 8478.