

LexisLibrary: getting started

LexisLibrary is a law database containing the full text of cases and current legislation from the UK and a number of overseas jurisdictions. It also includes the full text of over 90 UK law journals, a large number of US cases and hosts the online version of *Halsbury's Laws of England*.

Access

Lexis can be accessed on and off campus by going to the **Search Online Databases and Resources** section of the Library website, where it can be found via an A-Z list.

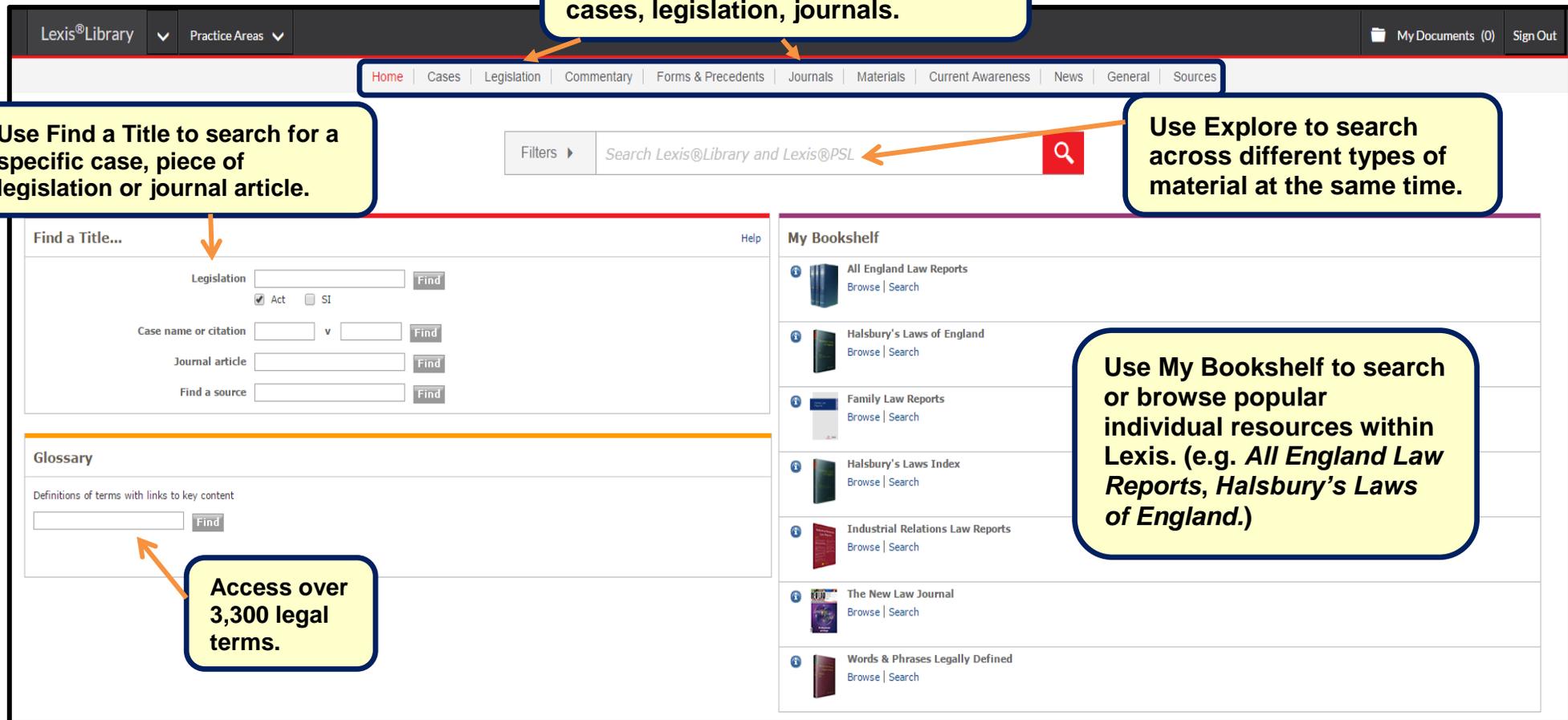
Click on one of the headings to search for one type of material, e.g. cases, legislation, journals.

Use Find a Title to search for a specific case, piece of legislation or journal article.

Use Explore to search across different types of material at the same time.

Use My Bookshelf to search or browse popular individual resources within Lexis. (e.g. *All England Law Reports*, *Halsbury's Laws of England*.)

Access over 3,300 legal terms.



The screenshot shows the LexisLibrary website interface. At the top, there is a navigation bar with 'Lexis®Library' and 'Practice Areas' dropdown menus, and 'My Documents (0)' and 'Sign Out' links. Below this is a horizontal menu with categories: Home, Cases, Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, News, General, and Sources. A search bar is located below the menu, with the text 'Search Lexis®Library and Lexis®PSL' and a magnifying glass icon. To the left of the search bar is a 'Filters' button. Below the search bar are several search options: 'Find a Title...' with sub-sections for 'Legislation' (with 'Act' and 'SI' checkboxes), 'Case name or citation', 'Journal article', and 'Find a source'; a 'Glossary' section with a search box; and a 'My Bookshelf' section listing various legal resources like 'All England Law Reports', 'Halsbury's Laws of England', 'Family Law Reports', 'Halsbury's Laws Index', 'Industrial Relations Law Reports', 'The New Law Journal', and 'Words & Phrases Legally Defined'. Each resource in the bookshelf has a 'Browse' and 'Search' link. Callouts with arrows point to these specific features, providing instructions on how to use them.

Understanding your results

NB. This screen is based on an 'Explore' search. The display will look slightly different if you have searched across one type of material such as **Cases**.

The screenshot shows the LexisLibrary search results page for the query 'donoghue v stevenson'. The interface includes a search bar, a results list, and various filtering and action options. Five callout boxes provide instructions:

- Select one of these to restrict your results to a particular type of material.** (Points to the 'Content Type' filter on the left.)
- Results are sorted by 'Relevance' (recommended) based on the occurrence of your search terms.** (Points to the 'Sort by: Relevance' dropdown.)
- If you wish to tag a number of results to save / print / email later, select them by 'checking' the small box to the left, then selecting the <Add to folder> icon.** (Points to the checkboxes and the 'Add to folder' icon.)
- Search within results here.** (Points to the search bar within the results list.)
- Use these options to narrow your results to a particular source.** (Points to the 'Source Name' filter on the left.)
- Click on any title in the results list to view the full text.** (Points to a result title.)

Shortlisting, printing, saving and emailing results

When you go into the full text of a result, you will see the following options at the top left of the page.  The print, save and email icons are clearly labelled. You can also choose to add documents to the My Documents folder at the top, right of the page before you email, save or print all useful material from one session at the same time. Please be aware that if you forget to save your results and close the browser window, your results will not be saved.

For **further help**, please use the Help available within Lexis, or contact the Library Help Desk (020 7631 6063 / <http://www.bbk.ac.uk/library/contact-us>). Guides which look at aspects of LexisLibrary in more depth (for example finding EU material, using *Halsbury's Laws of England* can be found under **Database Guides** at <http://www.bbk.ac.uk/library/library-guides>