Contact details for further help are at the end of this guide.

This database is available both on and off campus, and may be accessed from:
Databases A-Z (under the title LexisNexis LexisLibrary) in the Electronic Library at
www.ljmu.ac.uk/library/e-library

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Introduction
LexisLibrary includes all UK legislation in force, case law and journals from the UK, Europe, the U.S.
and many other countries, and UK newspapers. Coverage includes UK reported cases from 1558 to
the present day from over 30 law report series including the All England Law Reports, All England
Law Reports Reprints (approx. 6,000 cases from 1558-1935) and the All England Reprint Extensions
(a further 1,509 cases from 1861-1935). It also includes many legal practitioner texts, such as
Blackstone’s criminal practice and Butterworths Corporate Law Service, and the databases
Halsburys Laws, Atkins Court Forms and the Encyclopaedia of Forms and Precedents.

Please note it does not contain any repealed legislation.
Basic Search

When you log into Lexis Library this is the **Home Screen**. (Information on using top tabs for cases, legislation etc... is found in the sections, Search using the ‘Tabs.’)

The Home Screen shows the default **My Bookshelf** view on the right, from which you can browse or search these resources.

The **Glossary** is useful as described, defining terms and linking to relevant key content.

The **main search box** across the top works like a google search box so that you can simply type your search terms in and search across all content types.

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**Main Search box:** The main search box results can be filtered by content type using side links.
Find a Title Form on Home page: The Find a Title form is where you can quickly search for documents of different types, e.g. a case, journal article or piece of legislation.

Search hints for ‘Find a Title’
When you are using ‘Find a Title’ to look for a case, by default the result will be from “All subscribed cases” which will take you straight to the text of the case.

Results can be sorted by relevance, or by the name of the publication (source) in which they appeared.

You do not need to put quotation marks around a phrase, e.g. evidence in criminal proceedings, because it will automatically be recognised and searched for as a phrase. However, if you wish to search for two or more subject words which do not comprise a phrase, e.g. employment and disability, you must connect them with “and”.

Tip - You can return to the main screen at any time by clicking on Home.

Search using the ‘Tabs’
From this main screen you can access other search screens which are tailor-made for case, legislation or journal searching and which allow much more specific searches to be carried out. This is the most effective way to search.

Finding UK and EU cases

To search for cases click on the “Cases” tab from the navigation bar at the top of the screen.

This search screen allows you to search by case name, subject (“search terms”) or case citation.
If the case you are looking for has been reported in several different law report series (listed in the Source column below) and more than one version is available in full text, the different versions will be listed as separate results.

To access the full-text, click on the title of the case.

The second result here is from Case Overview. Case Overview is an abstracting service, which provides a digest (i.e. a summary) of the case. It lists all the different citations for the case, showing you which law reports the case appeared in, and links to any which are contained within the LexisLibrary database. It also tells you how the case has been judicially considered, using colour-coded signals, e.g. a red signal warns that the decision has been overruled in a later case.

If the only result is from Case Overview, you will not be able to view the full text of the case using LexisLibrary. This can be because either LexisLibrary does not contain the full text of any of the Law Report series in which the case has been reported (try Westlaw) or the case is an unreported case and LexisLibrary does not contain a transcript of it.
Finding cases from other countries
To find International Cases click on the “Cases” tab from the navigation bar at the top of the screen.

Click on the “International Content” link in the left hand side menu. A new page “Lexis Library International” will open in a new window.

Australia is the default jurisdiction on the page but if you click on the drop down arrow next to “Australia Cases”, other jurisdictions will be listed together with other material types you can select.

In the search example below, Canada was selected as the jurisdiction and Cases as the material type.
Finding UK and EU legislation

From the home page, click on the “Legislation” tab from the navigation bar at the top of the screen.

If you are looking for a specific Act, type the name of the Act into the “Title” box. For UK legislation, to avoid retrieving Commencement Orders (a type of Statutory Instrument) linked to the Act limit your search to finding Acts only, by keeping the “Act” box ticked.

You will retrieve a large number of results from your search, even when you are only looking for one Act, because every section of the Act comprises a separate result.

The very first result comprises a link to the entire Act.

To view the full text of the entire Act in one document click on the first link, then on the PDF icon

This file is the fully consolidated Act, incorporating all amendments, which have occurred since the original enactment.
If any amendments are pending, you will be alerted and the exclamation mark below will be displayed at the top of the page.

**Anti-social Behaviour Act 2003 (2003 c 38)**

The “Find out more” options list (right hand side of the screen) can be accessed from any legislation result, whether this is a section or the entire Act.

Finding International Legislation
From the home screen, click on the “Legislation” tab then on the “International Content” link on the left.

Australia is the default jurisdiction on the page but if you click on the drop down arrow next to “Australia Cases”, other jurisdictions will be listed together with other material types you can select.

In the search example below, United States was selected as the jurisdiction and Statutes & Legislation as the material type.
Finding UK Journals

From the home page, click on the “Journals” tab.

Enter your search terms into the “Search terms” box, and click on search. This does not work like google - AND must be put between words or they are treated like phrases. Other operators OR and NOT may also be used. The ‘add topics’ button is useful to try also for narrowing searches.

Clicking on the “information” button (the letter “i” within a small blue circle) shows the complete list of full text UK journals available to search.

Selecting journals/sources to search

If you want to select the journals you want to search, clicking on the drop-down menu next to “Sources” reveals some journal titles, which can be individually searched, but it is NOT a complete list of the available journal titles. To find the complete list of journal titles and to select a particular journal title to search on its own, click on the “More sources” link:

This will take you to the “Sources” section of the database:
Check that “Browse Sources” is selected on the menu bar and then click on the heading “Legal Journals”, to display the complete list of available journals and groupings of journals ‘group sources’. Click on a title or group to select it for searching, and then on the red “OK-Continue” button. You will be returned to the search screen with the items selected for searching. It is a good idea to tick ‘save as a favourite’ to keep them selected for the session.

It also allows you to search within results.
Finding journals from other countries
Click on the “journals” tab and click on “International Content”.

As before for Cases and Legislation, Australia is the default jurisdiction on the page but if you click on the drop down arrow next to “Australia Cases”, other jurisdictions will be listed together with other material types you can select. Legal Journals are within “Secondary Materials” so you need to click on that to limit your search.

In the example below, Australia is the jurisdiction and Secondary materials is the material type.
Finding UK newspapers
From the home page, click on the “News” tab. This will open the LexisLibrary News window to search UK newspaper articles.

The search box at the top will search all UK newspapers available on LexisLibrary News. Alternatively, you can click on a newspaper title listed down the page, then click on “Search within this source” to limit your search to one newspaper.

Once you have carried out a search, the results screen allows you to refine your search further using the filters on the left as shown below.
Further Help and Support

The Academic Liaison Librarians who support the Law School are:

- Nathalie Taylor  (Mon-Tues)  n.m.taylor@ljmu.ac.uk
- Maria Hardie  (Wed-Thurs-Friday)  m.c.hardie@ljmu.ac.uk

You are welcome to contact us for further help, and to arrange a one-to-one appointment.

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By: N Taylor