LEXISLIBRARY

WHAT IS LEXISLIBRARY?

LexisLibrary is a full text legal database, comprising a set of files (sources) which can be searched or browsed individually or collectively.

The following content types are included:
- case law, such as All England Law Reports
- statutes and statutory instruments
- legal journals,
- commentary, such as Halsbury's Laws of England
- legal forms and precedents, such as Encylopaedia of Forms and Precedents
- current awareness

Coverage is limited typically to the UK jurisdiction, although EU case law is also represented.

GETTING STARTED

In the Library, go to any Networked (Dell) PC and login to the network.

From the Windows desktop, click on the Internet Explorer browser button, and when the browser loads, type the following into the address/location box:
http://uwl.ac.uk/library.

On the left of the page, click on: <Databases A-Z>, L and LexisLibrary in turn. (This is also the way to access LexisLibrary if you are a remote user.)

When prompted, enter your Library e-Direct login. This is either your network/student login, for access to a PC in the Library, or if you don't use Library PCs, the same username and password as for your Student email. If a ‘Terms of Use’ page appears, click on <Accept>.

BASIC SEARCHING

The default Home Page opens up with the <Search> tab selected.

Search Home page:
This is a search form divided into three sections:


Searching for a specific case /Act /form /article:
In the ‘Quick Find’ section, type your search term(s) in the appropriate box; e.g. Clark v Nomura or Children Act 2004.
Click on <Find> to search.
'Explore':
Use this if you want to search by subject across multiple sources of the same type or the whole database.
Type search terms in the 'Search terms' box or click on choose topics to use indexing search terms (terms selected by indexers of the database).
Select one or more of the source types (Case Law, Legislation, etc.).
Click on <Search> to start searching.

Searching a specific source ('My Bookshelf'):
The third section of the Home page, titled: 'My Bookshelf', is a customisable set of sources, which can be individually searched or browsed.
After selecting a source, click on Search and go to the appropriate Content Specific Search Form (see below), or Browse (if available) to view a Table of Contents (TOC). You can customise the bookshelf by clicking on Add/remove /sort sources.

SEARCH TIPS
Effective searching involves selecting terms that are relevant to the documents you are searching for, and using connectors and commands to relate them to each other.

Searching for a single term:
Type your terms into the 'Search terms' box, seen in all search forms.

Searching for a phrase:
e.g. contributory negligence finds "contributory negligence", whereas contributory and negligence will find separate occurrences of the terms.

Plurals:
The singular form of the word will find singular, plural and possessive forms of regular nouns; e.g. city would find city, cities, city’s and cities'.

Narrowing your search:
Use the and connector to find search terms within the same document; e.g. assault and robbery finds ‘assault’ and ‘robbery’ within the same doc.
Use the w/n connector to find docs. with search terms that appear within ‘n’ words of one another; e.g. fraud w/3 taxation finds ‘fraud’ within three words of ‘taxation’.
Similarly w/p and w/s will find docs. with search terms that appear within the same paragraph and same sentence respectively.

Widening the search:
Use the or connector to find documents that contain either one or other or both of the terms; e.g. lawyer or counsel finds the words ‘lawyer’ or ‘counsel’ within the same doc.

Truncation and wildcard searches:
e.g. neglig! finds ‘negligent’, ‘negligence’, ‘negligently’ but also ‘negligible’.
e.g. g*psy finds both ‘gypsy’ and ‘gipsy’.
e.g. int**net finds both ‘internet’ and ‘intranet’.

ADVANCED SEARCHING
You can access ‘Content Specific Search Forms’ via the <Search> tab. These are designed to search a specific type of content.

Related links:
On the left-hand side of the search form, you’ll see a set of links to related information. They allow you to access different pages of the service, containing useful information; e.g. Tutorials and How do I…? (How to perform specific tasks in LexisLibrary.)

Searching for cases:
Click on the Cases sub-tab. As for ‘Explore’, search terms are typed into the ‘Search terms’ box, and additionally the source is selected from the drop-down list.
(e.g. All England Law Reports). The form also contains specific fields to target your search more accurately. For example, Judgment date, Court, etc.
(Note: when entering citations; e.g. 1963 2 All ER 575, omit the brackets.)

**Resarching the judicial history of a case:**
You can search an archive of case records called **CaseSearch**, back to 1502, to ensure the authority of a case. CaseSearch uses a ‘traffic light’ system indicating how a case has been treated. In the **Cases Search** form, click on the **CaseSearch** link on the left-hand side.

**Searching for legislation:**
The search form contains specific fields to aid you in searching for particular legislation; e.g. Title, Year and/or Provision.

**Searching /browsing Halsbury’s Laws of England and other commentary:**
You can search or browse (in electronic format) the 50+ volumes of **Halsbury’s Laws of England**. When browsing (looking through a list of contents), click on the ‘+’ (plus) symbol to the left of a volume /part /section to ‘open up’ the contents tree. Any search entered can be saved and stored within **<My Research>** to be run again at a later date.

**Searching for forms & precedents:**
As for the other content, you enter terms using connectors in the ‘Search terms’ box and select sources via the ‘Sources’ drop-down list.
The **Forms & Precedents Search** form also contains specific fields to aid in searching for specific documents. For example, Form title and Number.

**Searching for journal articles:**
You can select specific topics to run your search on. Under the ‘Search terms’ box, Click on: Add topic to search to reveal a subject directory, and select topics by ‘ticking’ the boxes to the left of them. The specific fields available as an aid to searching include: Article title, Article citation and Author.

Links to Journals Index and Bulletins (in the menu on the LHS of the **Journal Search** form) allow you to search for additional content.

**Searching for current awareness:**
As for all other Content Specific Search forms, any search can be saved and stored to be run again (the last seven days worth are saved automatically). You can also ‘create alerts’, allowing the search to be scheduled to run at specific intervals and results delivered automatically. (See ‘MY ALERTS & HISTORY’ below.)

**FINDING /BROWSING SOURCES**
Look under the **<Sources>** tab to see all the sources available on **LexisLibrary**. The default screen has a list of sources displayed alphabetically. Alternatively, you can search for the sources using different criteria. E.g. ‘Find a Source’ by keyword in different ‘Publication type’ and ‘Topics’ categories, or **<Browse Sources>** using similar criteria.
You can also find /browse sources via the **more sources** link on every search form.

**DISPLAYING /NAVIGATING RESULTS**
To retrieve results using any of the search forms above, click on **<Search>**. Results appear under a separate **<Results>** tab, and initially the window beneath it divided into two panes: a **Result Groups** pane on the left and a display pane on the right.

**Result Groups pane:**
This allows you sort results into relevant groups; e.g. by Source Name. You can
use your mouse to drag the side of the pane to adjust its size.

The Results display pane:
If your search has many results, further narrowing can be done by adding more terms to the ‘Search within results’ box, followed by a click on <Go>. This will retrieve only the results in your list which contain these additional terms. 
(Note: you can use connectors in the ‘Search within results’ box.)
You can look at the results in several different view formats, via the ‘Show’ drop-down list in the results display pane: List view, List with Catchwords view (case sources only), Expanded List view and Full Text view. Similarly, the order of the displayed documents can be changed using formats from the ‘Sort’ drop-down list.

In ‘Full Text’ view, you’ll notice the Results Group pane changes into a Table of Contents (TOC) tree, allowing you to see a document’s location in the context of the source. The search terms (‘hits’) are highlighted in red in the results display area, and you can use navigation arrows in the bottom right-hand corner to move quickly from hit-to-hit in the document.

All views also allow you to navigate from document-to-document or from page-to-page (in the case of a results list) using the (blue) arrows in the middle, top of the right-hand display area.

Results in CaseSearch:
A search for a case in CaseSearch will retrieve a list of all the decisions relating to that case. The most recent instance of a case is listed at the top, with the other results in reverse chronological order. The columns in the grey bar display relevant information about the results, e.g. court/tribunal in which the case was heard and the judgment date. The final column is the ‘signal’. This indicates the treatment the case has received subsequent to when it was originally decided. Select a symbol with the mouse (let your mouse hover over it) to see a key to citation signals. Click on the case name to access information about how the case has been treated in other decisions.

Using HotDocs in Forms & Precedents:
Many of the forms that are available on the database can be filled in and saved from your results. If you see the hyperlink: Click here to view Form you can link through to a ‘fillable’ version of the form. Click on the link and a new window will open headed ‘Download form’. If this is the first time you’ve tried to link into a form, you may need to download the HotDocs software. Click on the Download HotDocs Player link and follow the instructions; otherwise, you can continue to the form by clicking on the <View Form> button.

Starting a new search:
Reveal the drop-down menu against ‘Next Steps’ in the Results display pane, select New Search and then click on <Go> to return to a blank search from.

PRINTING /DOWNLOADING /E-MAILING

Marking documents for later printing /downloading /e-mailing:
To mark (tag) a document for later downloading /printing /e-mailing, click in the box to the left of the document’s title so a green ‘tick’ appears. To mark all documents, click on the box in the grey bar above the results, so a tick appears (ticks will appear against all the documents in the results list).
To view only marked documents in either: List, Expanded List, List with Catchwords or Full Text view, mark the documents, select the view and then click on the <View Tagged> button.
To print /e-mail /download:
Click on the appropriate delivery icon in the top-right of the Results display pane. Another window will open with further delivery options. You can either select ‘All documents’, or ‘Tagged Documents’, if you’ve marked any. You’ll see the number of documents so marked against ‘Tagged documents’ in brackets. Click on <Print> /<Download> /<Send> to initiate the delivery request. For print and download, further dialogue boxes appear. Select options and click on <Print> or <Save> as appropriate.

MY ALERTS & HISTORY

The <My Alerts & History > tab on the tab bar allows you to access administration functionality of the service. An archive of your recent searches (or recent documents) is held allowing you to run searches again, or edit them. Saved searches are stored here, and can be similarly run again, edited or deleted. Lastly, your alerts, or scheduled searches (should you create any), can be reviewed.

EXITING LEXISLIBRARY

Click on the red ‘x’ in the top right-hand corner of the browser window. This will end your LexisLibrary session, whilst you can continue to use other Library e-Direct services without logging in again.