

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 **eLibrary** section of the Library website, and then to **A-Z Databases & Online Resources**.

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.

Find a Title...

Legislation
☒ Act ☐ SI
 Case name or citation v
 Journal article
 Find a source

Glossary


Definitions of terms with links to key content

Access over 3,300 legal terms.

My Bookshelf

 All England Law Reports
Browse | Search

 Halsbury's Laws of England
Browse | Search

 Family Law Reports
Browse | Search

 Halsbury's Laws Index
Browse | Search

 Industrial Relations Law Reports
Browse | Search

 The New Law Journal
Browse | Search

 Words & Phrases Legally Defined
Browse | Search

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


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 page includes a search bar, a results list, and various filtering options. Five callout boxes provide instructions on how to use the interface:

- Select one of these to restrict your results to a particular type of material.** (Points to the 'Content Type' filter on the left sidebar.)
- 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 'Add to folder' icon and the checkboxes in the results list.)
- Click on any title in the results list to view the full text.** (Points to a result title in the list.)
- Search within results here.** (Points to the 'Search within results' input field.)
- Use these options to narrow your results to a particular source.** (Points to the 'Source Name' filter on the left sidebar.)

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/lib/contact>). Guides which look at aspects of LexisLibrary in more depth (for example finding EU material, using *Halsbury's Laws of England* can be found at: <http://www.bbk.ac.uk/lib/elib/databases/law/lnp>