Lexis®Library is an important source of full text legal information. It provides access to UK, EU, US and international case law, legislation, articles in legal journals, and UK national and regional newspapers.

Accessing the database
Go to the Library home page and enter ‘Lexis Library’ in the Search Our Collections box. Click on the title line in the results list to link out to Lexis®Library, and, when prompted, log in with your university username and password.

Lexis®Library home page
The opening screen is divided into four main sections: (1) You can explore all subscribed legal content – including Lexis®Library and LexisPSL – using the Search box in the middle of the screen. Clicking on the arrow next to ‘Filters’, you can further narrow your search by content type. (2) Use the different fields of Quick Find to locate documents quickly and easily. (3) My Bookshelf is your personal list of favourite sources. (4) If you need a legal term for your research, Glossary could help you providing access to 3,300 legal terms. Glossaries also appear on all Practice Area pages. (See screenshot below)

Toolbars at the top of the screen will take you to resource specific search screens for Cases, Legislation, Journals, News, Current Awareness, etc. Consult our library guides on how to search these resources.

Quick Find
This is a quick and simple search facility to help you find a particular document, case report, piece of legislation or journal article, when you know all or part of the title or citation. Enter the details you have into the appropriate search box and click on Find. Enter, - for example - the citation ELR 10 1 (28) into the Journal article search box to find an article in the Environmental Law Review, Volume 10, Part 1, beginning on Page 28.

How to improve your search
Connectors (AND, OR, AND NOT) give you control of the number of results you find from your searches.

- **AND** when all terms must appear, e.g. natural justice AND fair hearing.
- **OR** when either or both words or phrases must appear, e.g. medical negligence OR criminal negligence. Use OR to link words that are synonyms, antonyms, abbreviations, alternative spellings.
- **AND NOT** when the first term must appear but not the second, e.g. capital allowance AND NOT property.
To search for a phrase, enter the words together e.g. *medical negligence*. To find variant word endings use the **truncation symbol** !; e.g. acqui! finds acquire, acquires, acquired, acquisition. Use the **wildcard symbol** * to replace a single character e.g. wom*! finds woman and women. Use truncation and wildcard symbols when you are having difficulty in finding information.

**My Bookshelf**

**My Bookshelf** is your personal list of favourite sources that helps you retrieve information quickly. To change the order simply left-click on a source bar and drag/drop into a new position in the list. Click on the **Search** link under a title to go to a Search form with that source selected. Click on the **Browse** link under a title to browse a Table of Contents. To learn about coverage, frequencies, and updating schedule for a title, click on the source information icon 📖.

You have to log in to Lexis®Library to be able to add new sources to this list. Do this by clicking on the **Edit source list** link at the top right corner of My Bookshelf.

**Viewing search results**

Once you have performed your search, the results appear in a list. You can restrict your search by adding other terms in the **Search within results** box. You can narrow your results by **Source Name** or by **Topics** using the relevant links on the left hand side of the page. Check the **Content Type** box for cases, journals, commentary, current awareness, etc.

Select the documents you need by ticking the boxes alongside the titles. Check all the delivery options (Printing, Downloading, or Emailing) you have from the result screen. Adding documents to **My Documents** folder will provide quick and easy access to them.

You can also **Save this search**, **Create an alert**, or **Link to this search** by clicking on the buttons on the top right corner of the result screen.

Open the document you want to read by clicking on the title line. Select the **View last search** tab in the top left corner, to return to your original list of results. To begin a new search, click on the Lexis®Library logo at the top left corner of the page.

**My Documents**

Your **My Documents** folder is found at the top right of the screen. It is a useful temporary store for documents you have saved from your results list. From this folder you can arrange, print, email and download your documents. A maximum of 100 items will remain saved in this folder for 30 days.

**Printing, emailing and downloading documents**

You can opt for delivery of a single document, a range of documents, or all of the documents in your documents folder.

Click on the **Print** 🗄, **Email** 📧 or the **Download** 🔄 button, and follow the on screen instructions. If you only have access to network printers we advise that you use the email option.

**Online tutorials**

For contextual help or online tutorials, click on the icon 🎥 on the top right corner of the screen. A detailed user guide to using Lexis®Library or LexisPSL is available under **Support & Training** at [http://help.lexisnexis.co.uk/](http://help.lexisnexis.co.uk/).

**Logging off**

To log off, click on the **Sign Out** link at the top right of the screen and then select **OK** to exit the database.

**Help**

If you have any problems in using this database or require further assistance in finding relevant documents, please contact:

Nicola Will, Site Services Manager, Tel. +44 (0)1224 273166, Email: n.will@abdn.ac.uk

Taylor Library Issue Desk, Tel. +44 (0)1224 272601, Email: lawlib@abdn.ac.uk

For access problems (including Out-of-Hours Service) contact the **IT Service Desk**:

Address: Room G84, Edward Wright Building, Dunbar Street, Old Aberdeen. Telephone: +44 (0)1224

Log a problem via your MyIT portal at [https://myit.abdn.ac.uk/](https://myit.abdn.ac.uk/), or E-Mail: servicedesk@abdn.ac.uk