Lexis®Library - key features
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QG LAW016  [https://www.abdn.ac.uk/library/documents/guides/law/qglaw016.pdf]

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 at www.abdn.ac.uk/library/ and enter Lexis 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 2 main sections, Quick Find and My Bookshelf. Toolbars at the top of the screen will take you to resource specific search screens for Cases, Legislation, Journals, News, Current Awareness, etc. See guides on how to search these sources at: www.abdn.ac.uk/library/support/guides/#law.

Finally, the Explore search box allows you to search across all content on Lexis®Library.

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, e.g. 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. acquif finds acquire, acquires, acquired, acquisition. Use the wildcard symbol * to replace a single character e.g. wom*n 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 next to a title to go to a Search form with that source selected. Click on the Browse link next to 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

Search results appear in a list - click on the title to open the full text of the article. Click on the View last search tab in the top left corner, to return to your original list of results.

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 of the page. You can also filter your results to show only journal, commentary, current awareness or news hits using the tabs along the top. To begin a new search click on the Lexis®Library logo at the top left of the page.

My Documents

Your My Documents folder is found at the top right of the page. It's a useful temporary store for documents you have saved from your results list. Save a document by clicking on the My Documents link found to the right of each result. 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 🗼, the 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

Click on the Help link in the top right of the screen to access contextual help. From the Help screen you can also access online tutorials. A detailed user guide to using Lexis®Library is available under Support & Training at www1.lexisnexis.co.uk/customerservicecentre/index.htm.

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:

Elaine Shallcross, Information Consultant, Tel. +44 (0)1224 273848, Email: e.shallcross@abdn.ac.uk
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.
Log a problem via your MyIT portal at https://myit.abdn.ac.uk/, or
E-mail: servicedesk@abdn.ac.uk
Telephone: +44 (0)1224 273636 (for *Out of Hours Service – call this number)

* Out-of-Hours Service

The Out-of-Hours (OOH) helpline operates from 17:00 to 08:00 weekdays and provides 24 hour cover over weekends and public holidays. During these times, any telephone call you make to the IT Service Desk number is automatically transferred to the OOH Helpline.