Lexis®Library – searching for international legal journal articles
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QG LAW018 [https://www.abdn.ac.uk/library/documents/guides/law/qglaw018.pdf]

Lexis®Library provides full text access to a range of journal articles from publications in the US and other international jurisdictions.

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.

Note: Personalisation services e.g. Alerts, Saved searches, etc. are only available when using off campus access via the UK Federation (Shibboleth) link.

Accessing international journals
To access international content, click on Sources on the top menu bar to open the Sources screen. From this screen you can choose to Browse Sources or Find Sources. (See screenshot below)

Note: The default country for Browse and Find screens is the United Kingdom.

Browse sources
Select Browse Sources from the Sources screen. Select Publication Type, Area of Law, Business & News or Industry view to specify how the sources are organised. (See below)

For law journals, select Publication Type and then select your country or region of choice from the Country drop-down box. From the Publication Type list (in the lower half of the page) select Legal Journals. This will give you access to a list of all journals available in Lexis for your selected country. To browse a title by its Table of Contents, click on the [Browse] icon to the right of the title and use the + icon to expand the list or to find a specific issue. This browse option is only available on a limited number of titles. NB Journals are not available for every country on the list.

To select a source or sources to search, click on the check box next to the title(s), and click on OK-Continue. Your selected title(s) will appear in the Sources area of a general search screen. Add your search terms to the Search terms box.

Follow the steps below to search over 900 US journals from a single search screen:

- Click on the Sources tab and then on Browse Sources.
- Select by Publication Type, United States, All topics and All Regions.
- From the Publication Type list in the bottom half of the screen, select Legal Journals to access the next screen.
Use connectors to improve your search

**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, and 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. *acqui! finds acquire, acquires, acquired, acquisition.* Use the wildcard symbol * to replace a single character, e.g. *wom*n finds woman and women.*

Click on Search tips for online help on using connectors.

**Find sources**

Selecting the Find Sources screen from the Sources tab, you can find a source either alphabetically or by keyword.

**Viewing search results**

Search results appear in a list view, with 40 citations on each page. You can narrow your results by *source name, table of contents or topics* using the required category on the left of the screen. Click on the *case name and citation* (in blue) to open the full text of the case. Click on the View last search tab in the top left of the screen, to return to your original results list.

You can search your results by adding other terms in the Search within results box in the top left of the results screen and clicking on Go. To begin a new search or edit the existing search, select the Go back tab, close to the top right corner.

**My Documents**

At the top right of the page is your My Documents folder. You can save documents from your results list here by clicking on My Documents icon 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 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.