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 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.

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

Click on Sources on the top menu bar of the opening screen of Lexis®Library to open the source specific search screen. From this page 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.
Select Group Sources from the Group/Single Sources drop down menu.

Click on the tick box next to Law Reviews, CLE, Legal Journals & Periodicals Combined, and then on OK-Continue. This will take you to a general search screen with Law Reviews, CLE, etc. as your source to search.

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. 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*n finds woman and women.

Click on Search tips for online help on using connectors.

Find sources

Selecting Find Sources from the Sources tab, you can find a source either alphabetically or by keyword. To narrow your results, you can simply filter your search by Country and Regions.

Viewing search results

Search results appear in a list view, with 40 citations on each page. You can narrow your results by Content Type, Source Name, Table of contents or Topics using the required category on the left-hand side 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. To begin a new search or edit the existing search, select the icon close to the top right corner.

My Documents

At the top right of the page is your My Documents folder. It is a useful temporary storage 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 , 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

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 and LexisPSL is available under Support & Training at 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 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

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**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/](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.