Lexis®Library gives the users online access to a range of full text articles and abstracts from the UK. The UK Journals Index is a practitioner focused index of legal articles updated daily. It provides access to abstracts in over 500 legal journals.

**Accessing the database**

Go to the Library Home page at [www.abdn.ac.uk/library/](http://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.

**Quick find**

Use this simple search option of Lexis®Library home page if you know the title of an article or the citation. Enter the full title, part of the title, or the citation in the Journal article search box, and click on FIND.

For example, enter **substantive environmental justice** or the citation **ELR 10 1 28** in the Journal article search box to find the article entitled *Pursuing Substantive Environmental Justice: The Aarhus Convention as a 'Pillar' of Empowerment* (in Environmental Law Review, Volume 10, Part 1, beginning on Page 28).

**Searching for UK full text journals**

Click on Journals in the top menu bar to open the journals specific search screen.

For full text journals, enter your search terms into the Search terms box, and click on the Search button. It is not necessary to complete every field on this screen. The default search is All Subscribed Journal Sources. To view a complete list of UK journals, click on More sources and then select Legal Journals. Tick the source or sources you require and click on OK-Continue. Your search will then be limited to your selected titles.

Need articles on a subject? Enter your search terms in the Search terms box or select index terms from a hierarchical list of legal topics by clicking on Add topics to search.

**Use connectors to improve your search**

<table>
<thead>
<tr>
<th>Connector</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>when all terms must appear, e.g. natural justice AND fair hearing.</td>
</tr>
<tr>
<td>OR</td>
<td>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.</td>
</tr>
<tr>
<td>AND NOT</td>
<td>when the first term must appear but not the second, e.g. capital allowance AND NOT property.</td>
</tr>
</tbody>
</table>

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.

**Article citation**

This can be used to search the citation of a journal article. You may ignore brackets, or other punctuation, and you may use lower case if preferred, e.g. to search for the article entitled Adventurous Administrator in Tolley’s Insolvency Law and Practice, (2004) 20 IL and P 273, enter 2004 20 Il and p 273 in Article citation box and click on Search.

**Specify date**

You may narrow your search to documents published on a specific day or within the date range you specify.

**Searching UK Journals Index**

In the Journals screen select Journals Index from the left-hand side of the screen. Complete the search form as for full text journals above, using the Search tips to improve your search.

To make your search more specific, use the Specify date search box or select index terms from a hierarchical list of legal topics by clicking on the Topics drop-down box.

**Browsing journals**

Searching is the most common method of finding information in Lexis®Library but you can also browse to find the current issue of a journal included in the database or browse the contents of all issues of a journal.
Click on **Journals** in the menu bar to access the **Journals Index** screen, then click on **Browse full text journals** on the left-hand side of the screen. This will open a list of all UK subscribed journals. Scroll through the list to find the title you want, then click on the + symbol to find the year/volume/issue you require. Browse the **Table of contents** and click on the citation of the article, book review or editorial you require to open in full text.

**Viewing search results**

Search results appear in a list view, with 40 article titles on each page. Click on the **title** (in blue) to open the full text of the article.

If you are searching UK Journals Index or if the source of your results is identified as UK Journals Index you will be provided with a brief summary of the article. Where the full text is not provided in Lexis®Library, you should check the Library Catalogue as it may be available in print, or from another database. Click on the **View last search** tab, in the top left corner, to return to your original list of results.

You can refine your search by adding other terms in the **Search within results** box on the left of the results screen and clicking on **Go**. To edit the existing search click on **Go back** at the top right corner of the screen. To start a new search click on the **Search** tab at the top left of the screen.

**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, email or the download icon at the top left of the screen 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](http://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:

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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](https://myit.abdn.ac.uk)

**Email**: servicedesk@abdn.ac.uk

**Telephone**: +44 (0)1224 273636 (for *Out of Hours Service – call this number*)

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.