



Lexis®Library - key features

Zita Szabo, May 2020

QG LAW016 [https://www.abdn.ac.uk/library/documents/guides/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, law journals, as well as UK national and regional newspapers.

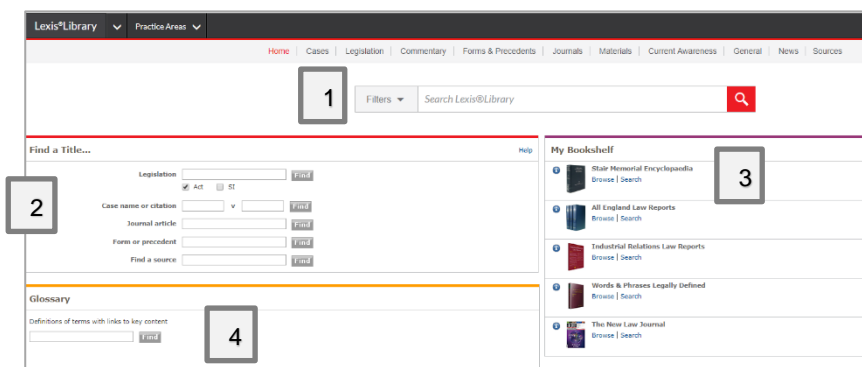
Accessing the database

Go to the [Library home](#) page and enter *Lexis Library* in the **Search Our Collections** box. On the results screen, select the **Books+** tab and then click on the **title** line which will link you to the database, **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. You may be asked to sign in via your institution, in which case you must select 'UK Access Management Federation', then 'University of Aberdeen', and lastly, enter your University of Aberdeen username and password.

Lexis®Library Home page

The database opens with the **Home** page which is divided into four main sections:



1. **Search box** – is available to explore all subscribed legal content. Click on the arrow next to **Filters** to narrow down your search by content type.
2. **Find a Title...** is a quick access to locate legislation, cases, journal articles, etc.
3. **My Bookshelf** is the personal list of your favourite sources.
4. **Glossary** enables you to look up legal terms.

Other features of the Home page



The **Practice Areas** tab allows you to choose from various subjects. It also offers a tailored bookshelf related to your chosen subject. From this page, you can link to Glossary to find definitions of key legal terms.


Click on the icon in the top right corner of the screen to get access to My Alerts and History. **My Alerts** provides access to Current Awareness Updates and Search Alerts. Use them to manage all your past research activities, e.g. run searches automatically at intervals you have specified. **History** automatically archives searches that you have recently run or documents that you have recently viewed.

Toolbar at the top of the screen (see image above) will take you to resource specific search screens for **Cases**, **Legislation**, **Current Awareness**, **Journals**, **News**, **Sources** etc. Consult our other [library guides](#) which feature these areas.

Find a Title

This is a quick and simple search facility which can help you find documents, case reports, piece of legislation or journal articles, when you know all or part of the title or the citation. Enter the details you already have into the appropriate search box and click on **Find**. As an example, enter 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*, 2008, Volume 10, Issue 1, beginning on Page 28.

My Bookshelf

My Bookshelf is the personal list of your favourite sources that helps you retrieve information quickly. To change the order, simply click on a source, and drag/drop it 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 its Table of Contents. To learn about coverage, frequencies, and updating schedule for a title, click on the source information icon . You can add new sources to this list by clicking on the **Edit source list** link in the top right corner of My Bookshelf.

Viewing search results

Once you have performed your search, the results appear in a list. Filters, i.e. **Content Type**, **Search within results**, **Source Name**, etc. appear on the left-hand side of the screen and allow you to narrow down your search results. (See screenshot below.)



To save documents for later use, select them by ticking the boxes alongside the titles, then choose a delivery option, such as **Add to My Documents**, **Print**, **Download**, **Email** and **Export Bibliographic References**. Icons in the top right of the screen enable you to **Save this search**, **Create an alert** or **Share these results**.




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 in the top right corner 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 the documents in your documents folder.

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

Online tutorials

For contextual help, click on the icon  in the top right corner of the screen, and select **Help**. Detailed user guides are available [here](#).

Logging off

Click on the icon  and select the **Sign Out** link. Finally, click on **OK** to exit the database.

Help

If you have any problems with using this database, please contact:

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For access problems (including Out-of-Hours Service) contact the IT Service Desk on Floor 1, in The Sir Duncan Rice Library, Telephone: +44 (0)1224 273636. You can log a problem via [MyIT portal](#) or E-mail: servicedesk@abdn.ac.uk