

# Lexis Library: quick start guide

Lexis Library covers law reports, legislation, legal journals and key legal commentaries such as Halsbury's Laws of England. All content is available in full text and is updated twice a day.

## Getting started

1. Go to the Library homepage at <http://library.leeds.ac.uk> or to the **Learn** tab in Minerva
2. Type **Lexis Library** into the Library search box.
3. Select **Lexis Library** from the Database recommendations list at the top of the screen.
4. Enter your IT username and password if prompted. To login from off-campus, select 'UK Federation Access' and find University of Leeds in the list to be taken to the log-in page.

## Searching Lexis Library

1. Choose a tab to search for specific types of material e.g. cases, legislation, journal articles.

2. Select the Sources tab to search for international law materials.

The screenshot shows the Lexis Library homepage. At the top, there is a navigation bar with 'Lexis®Library' and 'Practice Areas'. Below this is a horizontal menu with tabs: Home, Cases, Legislation, Commentary, Forms & Precedents, Journals, Materials, Current Awareness, General, News, and Sources. A search bar is located below the menu, containing the text 'Search Lexis®Library' and a red search icon. Below the search bar, there are two main sections: 'Find a Title...' and 'My Bookshelf'. The 'Find a Title...' section has several search options: Legislation (with checkboxes for Act, SI, Retained EU, and EU), Case name or citation (with a 'v' separator), Journal article, Form or precedent, and Find a source. Each option has a 'Find' button. The 'My Bookshelf' section lists three items: 'All England Law Reports', 'Atkin's Court Forms', and 'Encyclopaedia of Forms', each with 'Browse' and 'Search' links.

3. Use Find a Title to search for the title of an article or legislation, or names in a case.

4. Use My Bookshelf to search or browse specific titles. Customise the list by selecting Edit source list.



# Understanding your results

Results for: Adoption

Content Type	
All Results	1000
Cases	830
Legislation	19
Journals	21
Commentary	140
Current Awareness	83
Forms & Precedents	75

Narrow By

Search within results

  

Source Name

- Case Overview (218)
- EU Cases (166)
- Family Law Reports (130)
- General Case Digest (61)
- Atkin's Court Forms (61)
- Show all 42 Source Names

Topics

- Family Law (244)
- European Union Law (130)
- Civil Procedure & Administration of Justice (96)
- Commercial Law (94)
- Competition Law (63)
- Show all 54 Topics

1. Options to save your search results

2. Use the checkboxes and "Add to" button to add items to a personalised list of results.

3. Click on any title in the results list to read the full text.

4. Use these options to narrow your results to a particular source or topic.

1 - 40 of 1000 results shown		Source name
<input type="checkbox"/>	Adoption ... <b>Adoption</b> ... 1 hit in this document	Butterworths Civil Court Precedents
<input type="checkbox"/>	594. Charging rules relating to adoption agreements. ... 594. Charging rules relating to <b>adoption</b> agreements. ... 1 hit in this document	Halsbury's Laws of England
<input type="checkbox"/>	535. Preparation for adoption. ... 535. Preparation for <b>adoption</b> . ... 1 hit in this document	Halsbury's Laws of England
<input type="checkbox"/>	994. Special method for adoption of political fund and political ballot rules. ... 994. Special method for <b>adoption</b> of political fund and political ballot rules. ... 1 hit in this document	Halsbury's Laws of England
<input type="checkbox"/>	1565. Adoption of scheme. ... 1565. <b>Adoption</b> of scheme. ... 1 hit in this document	Halsbury's Laws of England
<input type="checkbox"/>	818. Adoption of street trading code and designation of streets. ... 818. <b>Adoption</b> of street trading code and designation of streets. ... 1 hit in this document	Halsbury's Laws of England
<input type="checkbox"/>	527. Adoption of proposals by local planning authority. ... 527. <b>Adoption</b> of proposals by local planning authority. ... 1 hit in this document	Halsbury's Laws of England

# Saving, printing and emailing records

You will see the following options at the top of the results page, and also when you view the full text of any result:



"Add to" will add the result to your My Documents list (view the whole list using the My Documents link on the top right of the page).

You can use the other buttons to print, email, save or export your results list. Hover over each icon with your mouse to see what it does.

# Getting help

- Click on Help from the drop-down menu in the top right corner of the Lexis Library page.
- Contact Library enquiries: <http://library.leeds.ac.uk/enquiries>