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Do you have a question about this guide, or want some help? Let us know!

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ABOUT LEXIS LIBRARY

The Library subscribes to selected elements of the Lexis Library database, for example

- certain law cases series,
- a collection of journals,
- the Stair Memorial Encyclopaedia,
- some eBooks,
- UK newspapers and
- Lexis PSL.

For UK annotated legislation and additional law cases and journal articles, please use the Westlaw database.

Please note that the materials on this database must only be used for non-commercial academic purposes and you must follow the terms and conditions.
ACCESSING LEXIS LIBRARY

In order to access Lexis Library, go to the RGU Library webpage and access the Subject Resources section, then Databases by Subject.

You will see a list of all our available subjects on the Library Guides pages. This database will likely be most used by Law students; however you will find it in other subjects, such as Accounting and Finance, Business and Management, or Communication and Media.

Select your subject from the list.

Each subject will have a number of available databases, search for Lexis Library in the list and click on the title.
An alternative method to find Lexis is to access the A-Z Resources from Subject Resources (on the RGU Library Webpage), then search for the database under L.

Use your RGU username and password to log in when prompted and you should get access to Lexis Library. You are ready to start searching!
JOURNAL ARTICLES
SEARCHING

To begin searching, select Journals on the toolbar at the top of the screen.

To find articles about a particular subject, type in your key words or phrases into the ‘Search terms’ box then select ‘Search’.

To find a particular article, search using the author’s surname and the title of the article.

Click on the arrow to see the complete list of journals available on Lexis Library.

Searching Tips to Refine your Search!

- **AND** between two words or will find both words / phrases in the same items; For example, construction and contracts will find both words somewhere in the same article, while "construction and safety" will find the phrase.

- **!** at the end of shortened words will find all variants of the word beginning with the preceding letters. For example contract! will find contracts, contracts, contractual, contractor etc.

- **OR** between words will find synonyms or alternative. For example, oil or petroleum or energy.
REFINING THE RESULTS

After entering your search terms, you have the option of searching by particular dates, or within a date range using the ‘Specify Date’ filter.

Here we will search for construction contracts and we only want results from the previous year.

Once you perform the search, you will have other filter options (on the left hand side of the screen). You can also search within the retrieved results for something more specific.

VIEW, SAVE AND PRINT

Notice that the result list will display brief details such as the date and source of articles. If the title of the journal appears in the Source column, the complete article is available.

If ‘Journals Index PLUS’ is mentioned instead, only the abstract is on the database. You can still see the full abstract and publication details by clicking on the title of the article.
When you open the full document, you can print, download or email it using the corresponding icons.

ARTICLE IS NOT IN FULL TEXT?

You need to find the full title of the journal that contains the article before you can check further: the abbreviations will not suffice. Do not guess what it is, as there are many journals with very similar titles. Open up the abstract of the article on the database and the journal title will be spelled out in the reference at the top of the page. Alternatively, use the Cardiff Index of Legal Abbreviations to expand the title.

Now check the Library's electronic journals list to find if the Library offers the journal on another platform. Remember to check the journal entry to see if the Library has the journal for the date you need it.

If the Library only has paper copies of the journal, distance learning students can request a copy via the Library's photocopying and scanning service.

Still not found it? Try searching on the internet to see if there is a free copy. Try using both the Google and Google Scholar search engines. Type in one of the author’s surnames, and the article title in quotation marks (so that the search engine searches for the words in that particular order). For example, maher "family law proceedings and intra uk jurisdiction"

Consider placing a request with the Library's interlibrary loan service; the Library can try to obtain a copy of an article for you from another UK library.
UK LAW CASES

BASIC SEARCH

To begin your search, select Cases on the toolbar.

Searching By Citation

This search is the most accurate, as it will direct you to the exact case you are looking for. For instance, in the case of Harvey v HM Advocate 2005 S.C.C.R. 755, the case citation is 2005 S.C.C.R. 755. Notice that you do not need to include any brackets when you perform the search - for example, type in 2005 SCCR 755 and hit Search.

Searching By Party

Type in party names into ‘Case name’ boxes, one name in each box (for example, harvey and advocate) and hit Search. This search may find more than one case so be careful to select the correct case.

Searching By Topic
Type in a key word or phrase into the ‘Search terms’ and hit Search.

Once you get the results, you can use the filters on the left hand side of the screen to narrow down.

VIEW, SAVE AND PRINT

Once you are happy with your results and you have found what you are looking for, click on the title link to open up the full case.

If you want to print, download or email the document look for the corresponding icons.
UK NEWSPAPERS

BASIC SEARCH

To begin searching for UK newspapers, first go to ‘News’ on the main toolbar.

Type your keyword(s) / phrase(s) into the ‘Search terms’ box; one keyword or phrase per box. Keep it simple and use the filters to reduce the search results.

Select where the search will be performed (in the headline, at the start, etc.)

You can find articles about a particular country appearing in UK newspapers.

Restrict your search to a certain date range.

You can select particular newspapers. Tip: if you select only one, click on the ‘i’ button to see the coverage of that particular newspaper title on the database.

VIEW, SAVE AND PRINT

See Page 10.
LEXIS PSL

ACCESSING LEXIS PSL

The Lexis® PSL (Professional Support Lawyer) service is an extremely valuable source of practical guidance for solicitors on UK legal matters. To access it from Lexis Library, hover over/tap ‘LexisNexis services’ and select Lexis PSL.

Tip: if you see this message, hit OK and try again. Lexis PSL should open on the second attempt.
SEARCHING LEXIS PSL

Simply type in your keywords / phrases in the main search bar and hit the search button. You can select where the search will be performed from the ‘Options’ menu.

By default, the search engine will look through all subscribed practice areas, but you can narrow it down.

VIEW, SAVE AND PRINT

Similar to Lexis Library, you can refine the results using the filters available on the left hand side. Once you are happy with your results and have found what you are looking for, click/tap on the title link to open the full document.

With the document open, you can choose to print, download or email it using the corresponding icons.
FIDIC CONTRACTS ON LEXIS PSL

You can find the FIDIC red, gold, silver, pink, yellow and green books (conditions of contract) within Lexis PSL.

First, type in **FIDIC CONTRACTS OVERVIEW** in the main search box. From the results, select **FIDIC Contracts-overview**. Then select ‘View all documents in the same sub-topic’. Finally, click on ‘Forms’ and you will find all 6 books here.
STAIR MEMORIAL ENCYCLOPAEDIA

Also known as Laws of Scotland Online, Stair is an encyclopaedia of Scots law, and is a useful starting point to get concise information on Scots law. The online edition offers the latest version, incorporating any amendments that have been published.

To access Stair go to the Lexis Library homepage and look for ‘Stair Memorial Encyclopaedia’ under ‘My bookshelf’. You can either browse or search the encyclopaedia.

BROWSING STAIR

If you click on ‘Browse’, you will be presented with a list of subjects and subtopics which you can look through, organised in alphabetical order. If you click on one subject, you will be able to view the entire section.
SEARCHING STAIR

If instead, you want to search the encyclopaedia, click on ‘Search’ under Stair Memorial Encyclopaedia in ‘My bookshelf’. You can type in your search terms in the Search Terms box and handle the results similar to the Lexis Library searches.
**BOOKS AND COMMENTARY**

**ACCESSING THE BOOKS AND COMMENTARY**

Lexis Library contains a number of electronic versions of key legal texts, such as Butterworth's Employment Law Handbook, Butterworths Scottish Family Law Service, Harvey on Industrial Relations and Employment Law, Munkman Employers Liability, Redgrave's Health and Safety, and Tolley's Employment Handbook.

To start searching for books and commentaries, first click on ‘Commentary’ on the main toolbar.

You can either search or browse the entire list of titles. You can select specific titles to look through in the Sources area.

Search by keywords /phrases.
If you choose to Browse, you will see a list with all available titles, in alphabetical order. You can explore the subsections by clicking the + symbol on the left of the title.

**VIEW, PRINT DOWNLOAD AND EMAIL**

You can view the full document by clicking on the title link, for example here, Bulletin 120 from the Butterworths PI Litigation Service Bulletin Archive. Once the document opens, have a look for the corresponding icons at the top of the screen to print, download or email the document.