LEXIS LIBRARY LEGISLATION

Quick Reference Guide
Coverage:

- Full text of case reports from over 40 series of law reports including the All England Law Reports and Industrial Relations Law Reports.

- From 1997 comprehensive coverage of judgments from Supreme Court, House of Lords, Privy Council, Court of Appeal (Civil & Criminal Divisions) and all divisions of the High Court. Coverage is less comprehensive before 1997.

- Full and amended text of all UK Statutes and SIs that are in force, Scottish Acts and SIs and Church of England Measures.


- An electronic version of Is It In Force?

- An electronic version of Atkin’s Court Forms and Encyclopaedia of Forms & Precedents.

- Full text of over 80 legal journals.

- Law reports and legislation from the EU.

- Law reports and legislation from several Commonwealth jurisdictions, including Australia, Canada and New Zealand.
**Home Page**

Along the top of the screen you will see various tabs e.g. **Cases**, **Legislation**, **Commentary** and **Journals**. By clicking on any of these you will be taken to that specific database in Lexis Library. There is also a **Sources** tab which can be used to find a specific source within Lexis Library.

This guide deals with legislation. There is another guide for searching cases on Lexis Library.

**Quick Find**

Use this option if you have a reference for a specific UK case, Act, SI or journal article, or form or precedent.
Within Quick Find there is also a **Find a source** option.

From here you can enter the name of the source you are looking for. This can be used to find any source in Lexis Library, not just UK sources.

**Glossary**

From here you can enter a legal term and obtain information about its definition. The results will include: the definition of the term; definitions found within legislation; links to key cases that have helped to define the term; links to Halsbury’s Laws; references to Atkin’s Court Forms and the Encyclopaedia of Forms and Precedents.

**Bookshelf**

The Bookshelf lists some of the most frequently used sources on Lexis Library. You can click on browse or search to go directly to that source. Click on **View more** to see the full list.

**Searching across the whole database**

There is a search box underneath the database tabs. This will search across the whole of Lexis Library.

**Acts - Methods of Searching**

1. **Home Page**

On the home page in **Find a Title**... you can search for legislation by entering the title and year in the **Legislation** box. You can specify if you want an Act or SI.
2. Legislation Database

Click on the Legislation tab at the top of the screen to get into the Legislation database. Here you can search for legislation in various ways. You can enter the title of the Act in the Title box and the year in the Year box. If you are looking for a specific section of an Act, you can enter this in the Provision box. If you only have a citation, you can enter the year in the Year box and the chapter number in the Series number box. If you want to search by subject you can enter the search terms in the Search terms box or you can select terms by using the Add topics to search option.

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The default is set to All Subscribed Legislation Sources. You can also select a source to search from the drop down list.

Search Results for Acts

If you search for the whole Act, you will retrieve a list of hits that relate to each section of the Act.

The first hit is the enactment section. From here there are a number of options in the Find out more box on the right of the screen.

- Status Snapshot - this will display the current status of each section of the Act with information on commencement and amendments. Destination Tables for Acts from 1960 to 1998 will also appear here.
- Commentary - this will link through to sections in commentary sources that cover the same issues as the Act.

- Cases - this will link through to cases that discuss any sections of the Act.

- Journals - this will link to articles that discuss the Act as a whole.

- Subordinate Legislation - this will link to SIs made under any section of the Act.

- Halsbury’s Statutes Citator - this gives details about what has happened to the Act since it was passed.

- Is it in force? - this lists each section of the Act and gives commencement information.

Within the Find out more box there is a Halsbury’s Annotations option. The Annotations are taken from the notes in Halsbury’s Statutes and cover material such as: Parliamentary debates and explanatory notes; cases related to the legislation; subordinate legislation; words specifically defined by the legislation. Halsbury’s Annotations are also indicated by a yellow speech bubble by the text of the Act.
Search Results for Sections of Acts

If you search for a specific section of an Act a **Find out more** box will be displayed with similar options to those described in **Search Results for Acts** but they relate to the specific section you are looking at.

There are a few differences at section level:

- **Notes** - after the section there will be a **NOTES** field that provides information on commencement, amendment, derivations and destinations.

- **Status Snapshot** - this is in the **Find out more** box. This displays the current status of the section with information on commencement and amendments. Destination and derivation information for the section will appear here for Acts from 1998 onwards.

An **Annotations** box will appear within the **Find out more** box and also as a yellow speech bubble by the text of the section. This contains notes taken from Halsbury’s Statutes and these relate to the section you are viewing. The Annotations may also contain links to cases that interpret the section and to subordinate legislation made under the section.
Statutory Instruments - Methods of Searching

1. Home Page

On the home page via Quick Find you can search for an SI by entering the title and year in the Legislation box and selecting the SI option.

2. Legislation Database

Click on the Legislation tab at the top of the screen to get into the Legislation database. You can enter the title of the SI in the Title box and the year in the Year box. If you are looking for a specific section of an SI you can enter this in the Provision box. If you only have a citation, you can enter the year in the Year box and the SI number in the Series number box. If you want to search by subject you can enter the search terms in the Search terms box or you can select terms by using the Add topics to search option.

The default is set to All Subscribed Legislation Sources. You can also select a source to search from the drop down list.
Search Results for Statutory Instruments

If you search for the whole SI, you will retrieve a list of hits that relate to each section of the SI.

The first hit will be the preamble and enabling powers section. From here there are a number of options in the **Find out more** box on the right of the screen.

- Commentary - this will link to sections in commentary sources which cover the same issues as the SI
- Journals - this will link to articles that refer to the SI
- Cases - this will bring up cases that discuss any sections of the SI
- Halsbury's SIs Citator - this gives details of what has happened to the SI since it was passed

If you are viewing a specific section of an SI the **Find out more** box provides you with the same options already mentioned but relating only to that section. In addition there are **Notes** after each section which provide information on commencement and amendments.
Warning Icon

Where there are pending amendments to a piece of legislation, a **Warning** icon will be displayed.

### Viewing Full Text Documents

Acts - at the enactment level, there will be a PDF icon above the **Find out more** box. If you click this, you will see the whole Act in PDF format. At section level, there will also be a **View whole** link at the top of the screen for you to view the whole Act.

SIs - at the preamble and enacting powers section and at the section level of the SI, there will be a **View whole** link at the top of the screen for you to view the whole SI.
Halsbury’s Laws - Methods of Searching

Home Page

Halsbury’s Laws can be selected from the Bookshelf on the right of the screen. If you select Browse, you will retrieve a list of the volumes in Halsbury’s Laws. You can then drill down to the volume and section you need. If you select Search you will be taken to the search page where you can enter keywords in the Search terms box or you can select terms by using the Add topics to search option.

Viewing Full Text

Once you have completed your search you will retrieve a list of hits. Click on the one you wish to see. From here you can then view the whole of the section in Halsbury’s Laws that deals with your subject by clicking on the View whole option.
Commonwealth Material - Methods of Searching

1. Home Page

If you are looking for a specific Commonwealth source you can use the Find a Title... box and type the title of the source in the Find a source box.

You will then be given a list of possible matches. Tick the box for the source you need and then click on OK - Continue.
2. **Browse Sources**

To use this option you need to click on the **Sources** tab at the top of the screen and then select the **Browse Sources** tab.

Next you should select a country from the drop down list under the **Country** option.

![Image of Browse Sources interface](image)

You will then be shown a list of different categories containing various kinds of material including cases, commentary and legislation.
By clicking into the box you need, you will be given a list of sources to choose from. Tick the items you wish to search and then click on **OK - Continue**.

**Printing**

Once you have found the item you wish to print, click on the **Print** icon on the top left of the screen.

Fill in the appropriate boxes.

You will be shown a print dialogue box. Click on **Print**.

Printing can be collected at the Enquiry Point and costs 10p per page.

**Emailing**

Once you have found the item you wish to email, click on the **Email** icon on the top left of the screen.

Select the output option you require and click on **Send**.
Search Language

AND
Use AND to retrieve two or more search terms occurring within the same document.

OR
Use the OR connector to find documents that contain either or both of the words.
e.g. theft or burglary

! 
To retrieve words with variant endings, use the root expander !
e.g. pollut! will retrieve pollution, pollute or polluted

PHRASES
To search for a phrase you do not need to use quotation marks. Just type in the phrase.

w/n
This finds words and phrases within a certain number of words of each other
e.g. dismissal w/5 constructive finds dismissal within 5 words of constructive

w/s
This looks for words within the same sentence
e.g. dismissal w/s constructive will find dismissal within the same sentence as constructive

w/p
This looks for words within the same paragraph
e.g. unfair w/p dismissal will look for unfair within the same paragraph as dismissal

For more information on search operators select Help on the bottom right of the screen.