



study resources

Guide to Finding Legislation

In order to find information on legislation firstly access the Library Webpages. The resource you require is the database LexisLibrary. This crib sheet explains how to access the database and search it for legislation. Follow these steps:

1. Access the Library web pages at: <http://www.bolton.ac.uk/library>
2. Click on the link for **Electronic Resources**.
3. Scroll down the page and click on 'L' from the A-Z list.
4. Scroll down the listings and then click on the blue **Lexis Library** Link.
5. You will see the University of Bolton's **Electronic Resources Login**. Enter your usual university username and password and login.

LexisLibrary homepage

You can use the **Quick Find** facility to search for specific information such as a piece of legislation. Enter your search term in the appropriate field and click on **Find**.

The screenshot shows the LexisLibrary homepage with the 'Quick Find' search interface. The 'Legislation (title & year)' section has a search box with a 'Find' button. Below it are sections for 'Case name or citation', 'Journal article', 'Form or precedent', 'Find a source', and 'Find a legal term', each with a 'Find' button. The 'Explore' section at the bottom left has a search box and a 'Search' button. The 'My Bookshelf' section on the right lists various legal resources with 'Browse' buttons.

You will be presented with a set of results as below

The screenshot shows the Lexis Library search results for 'Children Act 2004'. On the left, there are several filter options: 'Sort results by' (Source Order), 'Search within results', 'Narrow by source name' (UK Parliament Acts (90)), 'Narrow by table of contents' (UK Parliament Acts (90)), 'Narrow by legislation title' (Children Act 2004 (90)), 'Narrow by type' (Act (90)), and 'Narrow by topics' (Family Law (39), Local Government (9), Criminal Procedure (8), Education Law (7), Criminal Law & Disposition of Offenders (7)). A callout box points to these filters with the text 'Further options to refine your search'. The main results area shows '90 of 90 results shown' and lists sections like '1 Establishment', '2 General function', and '3 Inquiries initiated by Commissioner'. On the right, there are 'Preview' and 'My Documents' buttons for each result. A callout box points to the 'Preview' button with the text 'Open to view content'.

Click on **Preview** to open up the legislation.

Other features here include on the left hand side of the screen the ability to narrow by legislation title, topics, source name etc.

With Lexis Library you can click on the Help button for advice in using the resource.

When you have finished in a particular section, click on **Lexis[®]Library** to return to the homepage.

Lexis Library also offers the ability search for cases and full text journal articles relating to the Law. The Library also subscribes to Westlaw, Casetrack, and HeinOnline Law Journal Library. For details how to access any of these resources, see the Law subject webpages or speak to a member of staff at the Subject Help Desk.

Further support and information:

Subject help Desk: for immediate help during Library opening hours, please contact the duty librarian on 01204 903404 or email subjecthelp@bolton.ac.uk

Law Subject Webpages

<http://www.bolton.ac.uk/library/Subjects/Law.aspx>