



# Guide to the Law Collections in the Perry Library

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## **Law Textbooks – Level 3 East & Level 4 East.**

These items have the classification (shelf) numbers between 340 – 349, e.g. Criminal Law is at 345. There is a list of the main numbers and subjects on the end of each bay of shelves. Loans are for 24 hours, 2 weeks or 4 weeks.

## **Short Loan Collection**

This is on the ground floor (**Level 1 East**) beside the library counter and contains copies of core readings from the unit guides available for loan for **4 Hour Loan**. As law students you may borrow up to **four** law books from this collection at one time (so make sure you are correctly registered).

## **Law Reference Books - Level 3 Bridge.**

Legal dictionaries, encyclopaedias and loose-leaf volumes, legislation, directories, handbooks and legal statistics. These are in classification number order.

## **Law Reports (Cases) - Level 3 Bridge.**

Filed in **alphabetical order by title**. A list is on the end of each bay of shelves and on the Law Subject Portal of the library web site.

## **Law Journals (Reference only)**

All legal journals we subscribe to in print are filed alphabetically by title on **Level 1 West**. They are listed on the library catalogue by title with details of how far back each title is kept.

## **Library Catalogue**

This will tell you whether we have an item in stock, how many copies, and where they are kept. Even if a publication is only available on the web, we will provide a link on the catalogue.

## **Access to Electronic Resources - e-resources (databases), journals, web sites**

These are available in the Computer Room on Level 1 East, across the University campus, the Learning Resources Centre, and by remote access from home or work.

To do this you need to register for a computer account and get a username and password.

Go to the **Law Subject Portal** from the main library web site (<http://www.library.lsbu.ac.uk>)

This links to **E-resources** (formerly known as **Databases**), **Journals** (except those on Westlaw and LexisNexis databases), and some selected **Web Sites**.



E-resources (databases) are divided into “core” and “background” with a brief description of each.

The main databases for law are : **WESTLAW** – the Official Law Reports, Legislation, and the Legal Journals Index. **LEXIS NEXIS BUTTERWORTHS** – All England Law Reports, many unreported cases, U.S. journals, and **LAWTEL** – current awareness, Personal Injury Reports.

## THE LAW SUBJECT PORTAL

The screenshot shows the 'Law' subject portal. At the top, it identifies the user as 'TEXT ONLY' and provides navigation links: home, catalogue, renewals, search, about us, contacts, sitemap. The main heading is 'Library Services: Arts & Human Sciences'. Below this, there's a red bar for 'Law' with an 'Information Adviser' section listing Brenda Spooner (Tel: 0207 815 6635). The central content area is titled 'Resources for Law' and contains introductory text and a list of resources: 'Use the Catalogue to find books and other materials held in the library', 'E-resources to find relevant journal articles by topic', 'The list of Journals will enable you to check which titles are available in the library or electronically', and 'We have also selected some key Websites which are of high quality and may be useful to you.' A sidebar on the right includes 'Opening Times' for Perry, East London, and Essex Libraries; 'Services' for Students, Staff, and Visitors; and 'Latest News' for Library News, Library System News, and LSBU News.

### Finding UK Law Reports (Cases)

<b>Current Law Case Citator</b>	LAW REPORTS
<b>The Digest</b> (summaries of older cases and Commonwealth reports)	LAW REF 348.06
<b>English Reports</b> (For cases before 1865 - Index in last 2 vols.)	LAW REPORTS
<b>Law Reports Index</b> (From 1951 only)	LAW REPORTS

For the full report of cases in any of the above, go to the relevant law report, preferably the "Official" Law Reports. The **All England Law Reports (All ER)** and the **Weekly Law Reports (WLR)** (parts 2 and 3 for the major cases) publish reports in full much sooner, but are not so authoritative. Other specialist series e.g. **Family Law Reports**, will contain more specific cases.

**Westlaw, LexisNexis Butterworths and Lawtel** databases all have case locators. Refer to the help sheets for specific instructions for each.

### Finding UK Legislation ( Acts and SI's )

<b>Halsbury`s Statutes - Public General Acts</b>	Arranged by subject	LAW REF 348.022
<b>Halsbury`s SI's</b>	Chronological order – unamended	“ “ “
<b>Statutory Instruments</b>	Arranged by subject	LAW REF 348.025
	Chronological order - unamended.	LAW REPORTS



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Your **Search Sequence** for most loose-leaf and multi-volume works is to check the latest **INDEX VOLUME**, then the relevant **MAIN VOLUME(S)**, then any **CUMULATIVE SUPPLEMENT**, and lastly the **SERVICE VOLUME ( or NOTER-UP )** for the very latest information. Many of these contain relevant legislation and cases for their subject.

## Other Government Publications and Information

### Legal Statistics

Print versions are Criminal Statistics ( Law Ref. 364.10942) and Judicial Statistics ( Law Ref. 347.01) Additional sources, e.g. Home Office statistics are in the **Statistics Portal** on the front screen of the library web page.

### “Green Papers” and “White Papers”

These are government policy or consultation documents and are usually published as numbered Command Papers e.g. Cm 1234. They can be found on the library catalogue if you search by title or Command Number.

### Law Commission Reports

Search for these by title on the library catalogue for anything published after 1979.

## Citations and Abbreviations

The most up-to-date source for interpreting the abbreviations of law reports and law journals etc. is the **Cardiff Index to Legal Abbreviations**. This is only available on the web (<http://www.legalabbrevs.cardiff.ac.uk/>).

Brief lists also exist in Vol. 1 of Halsbury’s Laws and the Current Law Yearbooks.

In 2001, a system of “neutral” citations was introduced which did not distinguish between print and electronic sources and which was intended to make it easier to search for unreported cases. Practice Direction: (Form of Judgments, Paragraph Marking and Neutral Citation)(2001)

## Referencing

There is a guide to the **OSCOLA** referencing system which the law department uses. Please see Help Sheet 29, available in the Perry Library or on the library web site. We also produce guidance on **Plagiarism** in Help Sheet 4 which explains the importance of providing full and correct references.

## Law Journals - Finding Articles

The Journals link on the front of the Law Portal lists all of the printed journals to which we subscribe, but only a SELECTION of those available electronically.

If you need to find journal articles for your project or coursework you should use the **Legal Journals Index** ( on the **Westlaw** database ). When you have found some relevant references, use the library **catalogue** to see if the full article is available in print or electronically.

Use **Westlaw** also to find the complete articles within the **UK Journals** - option for Thomson or Sweet and Maxwell titles only. See the Westlaw help sheet on how to search for all journals.



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**LexisNexis Butterworths** also has a **UK Journals** option, but again only for titles published by them. This database also has links to a vast collection of US journals and the full text of UK Newspapers both local and national, back several years.

### **Law Websites ( Professional and Academic Web Pages freely available )**

This is a selective list which is regularly checked and updated and provides links to many other external sources. The most comprehensive for academic purposes are **Lawlinks** and **Intute : Social Sciences – Law**, in the Gateways section. From the latter you can also link to an online tutorial called **Internet for Lawyers** by going to the Internet Training heading and selecting the Virtual Training Suite.

### **Using Subscription – Based Electronic Resources from Home or Work**

If you want to use Westlaw, LexisNexis Butterworths, Lawtel, or any of the electronic journals and e-resources from outside the university you must first set up your own computer account. The username and password used to access your computer account will then allow access to the above resources plus your LSBU computer account, Blackboard, E-mail and Library account details. For additional information please read **Help Sheet 3 - Off-Campus (Remote) Access**, which is available from the Perry Library or the LRC and in the Help Sheets section on the library web site. Help Sheets are also available for most of the databases.

### **Using Other Libraries**

If you cannot find what you need in LSBU libraries you may go to other academic libraries which are part of the **Sconul Access Scheme**. You must first obtain a card from the Help Desk in the Perry Library if you are full-time, or an application form for borrowing facilities if you are part-time. This arrangement does NOT apply to the use of databases and electronic journals. Look on the front page of the library web site in the **Services for Students** section and then “Access to Other Academic Libraries” for further information.

Alternatively, you can apply for an Inter-Library Loan to be sent here from another library for you to borrow (final year undergraduates and postgraduates only) for which a charge is made. Law reports and legislation are unlikely to be available using this service.

### **Law Notices**

There is a notice board for library information beside the law collections on Level 3 Bridge.

### **Help**

For further help contact Brenda Spooner, who is the Information Adviser responsible for Law. Details are on the Law Portal and in the Library Services and Student IT Support Guide.

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