Welcome to the Library!
In this session:

💡 Library induction

📚 Journal articles

⚖️ Legal resources

🔍 Referencing

🔍 Where to find help
Library induction
Study Spaces
• Group Study
• Quiet Study
• Silent Study

Library Help desk on 1 East
Student IT Support on 1 West

11 Bookable Study Rooms
Law Section
4 East

- Textbooks
- Law reference books
- Law encyclopaedias
- Kemp and Kemp
- Law Report series’
Borrowing

Fines!
For late return when overdue items are on hold:
• £2 per day per item (up to a maximum of £20 per item)
• 2 day grace period

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Books</th>
<th>DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate (BA, BSc)</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Postgraduate (PG Dip, CPE, MA, MSc, LLM)</td>
<td>20</td>
<td>5</td>
</tr>
</tbody>
</table>
Auto-renewals

All items will automatically be renewed, UNLESS:

• The item is reserved by another borrower.

• There is another issue with your library account (eg outstanding charges, or your account has expired.)
The following items have been automatically renewed. Please see below for the new due date(s):

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Barcode</th>
<th>New Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C++ for everyone</td>
<td>Horstmann, Cay S.</td>
<td>005.133 HOR</td>
<td>30102009189760</td>
<td>Wednesday 26 June 2019</td>
</tr>
<tr>
<td>Designing media</td>
<td>Moggridge, Bill.</td>
<td>006.7 MOG</td>
<td>30102009669407</td>
<td>Wednesday 19 June 2019</td>
</tr>
<tr>
<td>Nonobject</td>
<td>Lukić, Branko.</td>
<td>745.5 LUK</td>
<td>30102009698281</td>
<td>Wednesday 26 June 2019</td>
</tr>
<tr>
<td>Gamestorming: a playbook for innovators, rulebreakers, and changemakers</td>
<td>Gray, David.</td>
<td>658.4022 GRA</td>
<td>30102009698398</td>
<td>Wednesday 26 June 2019</td>
</tr>
<tr>
<td>Fiber-optic communication systems</td>
<td>Agrawal, G. P.</td>
<td>621.38275 AGR</td>
<td>30102009672914</td>
<td>Wednesday 26 June 2019</td>
</tr>
</tbody>
</table>

These items could not be renewed and are due on 19 June 2019:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing media</td>
<td>Moggridge, Bill.</td>
<td>006.7 MOG</td>
<td>30102009669407</td>
</tr>
</tbody>
</table>

Check the entire email!
Digital Devices

• Computers on every floor except Level 3
• MFDs (Multi-Function Devices) – Printing, scanning and photocopying
• Laptops – 10 hour loan period
• Large format printers
Accessibility
Disability and Dyslexia Support (DDS)

- Extra time on books you borrow
- Private study areas if you qualify
- Extra help in the library
- Assistive technology
- Photocopying and scanning
- Books by post
- Books put aside for you

- More details on what the library offers on [LibGuides](#)

Contact a disability advisor to register
- 0207 815 6454 or disability@lsbu.ac.uk
- Student Life Centre helpdesk
Digital Skills Training Team

- Word
- Excel
- PowerPoint
- Moodle assignment submissions
- Building basic websites
- NVivo
- SPSS
- MindManager
- ClaroRead
- Moodle
- Turnitin
- My.lsbu
- Bristol Online Surveys

MS Office Specialist
- Access
- Excel
- Outlook
- PowerPoint
- Word
Law LibGuide

https://libguides.lsbu.ac.uk/law

- Library catalogues
- Databases
- Training materials
- Contact details
- Current awareness
The Library catalogues
How to search

The Library Catalogue

Books
DVDs
Databases
Journals

The Discovery Service

Books
DVDs
Databases
Journals
Journal articles
Newspaper articles
Journal articles
Liz Campbell, ‘Criminal records and human rights’ (2017)
Crim. L.R. 9 696
Cardiff Index to Legal Abbreviations

http://www.legalabbrevs.cardiff.ac.uk/

- Free resource
- Type in a legal abbreviation (eg from a citation or reference)
  - eg WLR – Weekly Law Reports
Researching your topic: using journal databases

https://libguides.lsbu.ac.uk/law
Databases

• Legal Databases
  • Westlaw
  • Lexis

• Academic databases
  • SocIndex
  • Academic Search Complete
  • SAGE etc
Legal resources
Westlaw

Cases
• Also has full text of the Law Reports
• Weekly Law Reports and 30 specialist titles
• Most comprehensive case-finding database for England & Wales
• Brief case histories also included

Legislation
• Legislation in force, including commencement and amendment information

Journals
• Legal Journals Index - shows content of almost all UK legal journals
• 80+ full text journals
Phrase searching
Westlaw presumes AND between each word – data protection is data AND protection; needs to be “data protection” to search as a phrase.

Truncation
Use ! as the truncation symbol in the legal databases.
eg. child! would find child, children, childhood.
Searching Westlaw

Cases

- **Significant**: Our Case Editors regard this case as significant.
- **Guidance**: Our Case Editors regard this as a guidance case. It gives legal or procedural guidance, or reinforces or explains existing guidance.

**Case Status Icons**

<table>
<thead>
<tr>
<th>ICON</th>
<th>WHAT DOES IT MEAN?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Positive" /></td>
<td>Case has received <strong>positive</strong> or neutral consideration (descriptors used can be Approved, Followed, Applied, Distinguished, Cited, Considered, Referred to or Explained).</td>
</tr>
<tr>
<td><img src="image" alt="Warning" /></td>
<td>Case has received <strong>mixed</strong> consideration (descriptors used can be Disapproved, Doubted, Not applied or Not followed).</td>
</tr>
<tr>
<td><img src="image" alt="Negative" /></td>
<td>Case has received <strong>negative</strong> consideration – it has been overruled, reversed or superseded in full or in part and should no longer be considered ‘good law’ (descriptors used can be Overruled, Overruled in part, Superseded, Superseded in part, Reversed or Reversed in part).</td>
</tr>
<tr>
<td><img src="image" alt="Appeal" /></td>
<td>Appeal Outstanding – there is currently an appeal going through or an appeal has been requested. This icon can appear in addition to any of the above.</td>
</tr>
<tr>
<td><img src="image" alt="No Substantial" /></td>
<td>No Substantial Judicial Treatment (descriptor used will be Mentioned).</td>
</tr>
</tbody>
</table>

Legislation

**Legislation Status Icons**

<table>
<thead>
<tr>
<th>ICON</th>
<th>WHAT DOES IT MEAN?</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="NotYetInForce" /></td>
<td>Provision is <strong>Not Yet in Force</strong> and shouldn’t be used yet</td>
</tr>
<tr>
<td><img src="image" alt="FullyInForce" /></td>
<td>Provision is <strong>Fully in Force</strong></td>
</tr>
<tr>
<td><img src="image" alt="PartiallyInForce" /></td>
<td>Provision is <strong>Partially in Force</strong> or has been has been Partially Repealed - it might be only some sub-sections are in force, its only in force for a specific jurisdiction (i.e. just in force in Wales but not England) or it might be in Force for a specific purpose. Users should check the Commencement section of the Analysis for details</td>
</tr>
<tr>
<td><img src="image" alt="FullyRepealed" /></td>
<td>Provision has been fully Repealed or Superseded and should no longer be used</td>
</tr>
<tr>
<td><img src="image" alt="PendingAmendments" /></td>
<td>Provision has <strong>Pending Amendments or Proposed Draft Amendments</strong>. This icon appears in addition to any of the above</td>
</tr>
<tr>
<td><img src="image" alt="ProspectiveLaw" /></td>
<td>Prospective law - you are viewing a future version of a provision (or a newly inserted provision)</td>
</tr>
<tr>
<td><img src="image" alt="DraftLegislation" /></td>
<td>You are viewing a draft piece of legislation or a proposed draft amended version</td>
</tr>
<tr>
<td><img src="image" alt="ActAsEnacted" /></td>
<td>You are viewing an Act as enacted – this is a pure historical/iron-updated document</td>
</tr>
</tbody>
</table>
Lexis Library

Cases
• 40+ specialist law reports in full text
• All England Law Reports/ The Law Reports
• Unreported cases from mid-1980s onwards
• Only source for NI case law

Legislation
• England & Wales - Public & General Acts plus Statutory Instruments
• Full Scottish Parliament Acts and SIs

Journals
• Over 60 full text journals aimed at an academic audience
Searching Lexis

Use tabs for specific resources

Newspapers tab

Quick search box
Searching Lexis

Phrase searching
Lexis presumes phrase searching – data protection is “data protection” unless separated by AND.

Truncation
Use ! as the truncation symbol in the legal databases.
eg. child! would find child, children, childhood.

Use * for academic databases
eg. manag* would find manage, manages, managing etc.
Accessing other libraries

- Interlibrary loans
  - Up to 20 requests per year

- SCONUL Access
  - Access other university libraries around the UK
  - May have borrowing rights
  - Generally access to print resources only
  - Eduroam allows laptop Internet access at some institutions

Library Services LibGuide
[https://libguides.lsbu.ac.uk/library](https://libguides.lsbu.ac.uk/library)
OSCOLA referencing
OSCOLA Referencing

https://libguides.lsbu.ac.uk/law/oscola

• Used only for Law
• Footnotes
• Abbreviations

• OSCOLA bible

• Citing the Law
  https://ilrb.cf.ac.uk/citingreferences/oscola/tutorial/index.html
Footnotes

• Footnotes at the end of sentences in superscript (little number above the text)

• If the *name* of a case or the name of piece of legislation is named in the text, it is not necessary to repeat it in a footnote (though you can if you want to)
  • Still need to add the *details* of case in footnote

In Microsoft Word:
1. References Tab
2. Insert Footnote
It is well represented in the case law, perhaps most notably in the expression of the no conflict rule advocated by Lord Upjohn in *Phipps v Boardman*, and in the earlier Court of Appeal decision in *Boulting v Association of Cinematograph, Television and Allied Technicians*. In *Boulting* or in the *Boulting case*, Upjohn LJ said that the rule ‘must be applied realistically to a state of affairs which discloses a real conflict of duty and interest and not to some theoretical or rhetorical conflict’. In *Phipps*, Lord Upjohn developed his view of the rule further by adding that there must be a ‘real sensible possibility of conflict’.

Footnotes:

31 [1967] 2 AC 46 (HL).
32 [1963] 2 QB 606 (CA).
33 *Boulting* (n 32) 638. OR 33 ibid 638.
34 *Phipps* (n 31) 124.
Repeat citations

**Ibid** points the reader to the footnote immediately above the current one. You can have a “chain of ibids” if you refer to the same source in a series of footnotes, but once that chain is broken (by a reference to a different source) you need to switch to option 2.

**(n X)** refers the reader to a footnote earlier in your essay (but not immediately above). You need to include: the author’s surname or an abbreviation of the case name and (n X), where X is the number of the original footnote.

“Ibid (n 1)” is wrong and/or a waste of words.

Footnotes:
2 Ibid [7]-[9].

... 
10 Cannings (n 1) [42], [59] 
11 MacCormick (n 3) 231.
12 Ibid 222, 224.
Reference List or Bibliography

Your lecturer should tell you whether to include a reference list and/or bibliography.

**Reference list** – sources you have used in your assignment

**Bibliography** – everything you have looked at, even if you have not cited it (see OSCOLA guide p11)

**Order of materials:**

**Primary sources**
- Cases (UK then other jurisdictions)
- Legislation (UK then other jurisdictions)

**Secondary sources**
- Book and journals
- Listed together, organised alphabetically by author
Citing Primary Sources
Most acts can be cited using the short title and date but you can also identify a particular section (and subsection, in brackets)
Legislation

If all the information about the source is provided in the text, a footnote is not needed

E.g. in text:
This case highlights the far-reaching judicial role ushered in by the Human Rights Act 1998.

But, if you don’t use the name of the Act or the relevant section, add a footnote

E.g. in text and footnote:
British courts must only consider Strasbourg jurisprudence: they are not bound by it.¹

¹ Human Rights Act 1998, s 2.
The neutral citation


A neutral citation
A judgment from any division of the High Court, independent of any printed series of law reports (from 2001 onwards)

UKSC – UK Supreme Court

38 - the case number (ie the 38th judgement in this court in 2014)
The law report reference


When you use a neutral citation, you should follow it with a citation of the most authoritative (‘best’) law report

Include the volume number if there is one

AC – Appeals Cases, The Law Report Series

657 is the first page of the report
Citing Secondary Sources
Catherine Elliott and Frances Quinn, *Contract Law* (9th edn, Pearson Longman 2013)
Law Libguide

https://libguides.lsbu.ac.uk/law/home

https://libguides.lsbu.ac.uk/law/plagiarism

https://libguides.lsbu.ac.uk/law/oscola
Where to get Help
1:1 support

Book a 1:1 with an Information Skills Librarian

[go.lsbu.ac.uk/askalibrarian](go.lsbu.ac.uk/askalibrarian)
- Database Searching e.g. Journal articles
- Referencing
- Using RefWorks

Email queries: [askalibrarian@lsbu.ac.uk](mailto:askalibrarian@lsbu.ac.uk)

Research Helpdesk
3 Bridge
Mon-Fri 12.00-4pm
Any questions?