Reading Lists @ Liverpool

Bookmarking from legal resources
A number of additional steps are required to create direct, stable links to content in Lexis Library and Westlaw UK. Further editing of the fields in Reading Lists @ Liverpool may also be required once the link has been created. See below for step-by-step instructions.

To determine whether to use Lexis Library or Westlaw UK
When you receive a law reading list, you won’t necessarily know whether a source is available on Lexis Library, Westlaw UK or neither of those sources. Some lecturers will indicate which source to use on the reading list, but most will just write the case name or article title.

To figure out which database contains your case or article, search for the law report or journal title on the library catalogue. You may need to use the Cardiff Index to Legal Abbreviations at http://www.legalabbrevs.cardiff.ac.uk/ to decipher the source abbreviation. For example, to find the following case, you need to know which source the abbreviation All ER refers to:

R v Liverpool Magistrate’s Court, ex parte Slade [1998] All ER 60

Go to the Cardiff Index to Legal Abbreviations at http://www.legalabbrevs.cardiff.ac.uk/ and search for the abbreviation All ER:

```
Search by Abbreviation
```

Click on Search and you’ll get the following result:

<table>
<thead>
<tr>
<th>Preferred Abbreviation</th>
<th>Alternate Abbreviations</th>
<th>Title</th>
<th>Jurisdiction</th>
</tr>
</thead>
</table>

Search the Library catalogue for All England Law Reports:

```
View online via LexisNexis LexisLibrary (1936 to present)
```

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The catalogue refers you to **Lexis Library**.

If you need to link to an Act, you can try either Lexis Library or Westlaw UK to search for the Act or BAILII [http://www.bailii.org/](http://www.bailii.org/). For case transcripts with neutral citations, if the case isn’t on Lexis or Westlaw you can try BAILII [http://www.bailii.org/](http://www.bailii.org/). If you are looking for European legislation, try Westlaw UK or you may need to try one of the official EU sources, see the index at [http://europa.eu/eu-law/index_en.htm](http://europa.eu/eu-law/index_en.htm).

**Note**: If there is an alternative source for an article other than Lexis Library or Westlaw UK then use that. For example, an article might be in the Cambridge Law Journal, which is available via Westlaw UK but also via the publisher site (amongst others) which makes linking easier. Only link to Lexis Library or Westlaw UK if there is no alternative.

**Linking to Lexis Library**

Assuming that you are directed to Lexis Library to access a particular source, when in Lexis Library you need to search for the specific item. For example, if you are looking for the case:

**R v Liverpool Magistrate’s Court, ex parte Slade [1998] 1 All ER 60**

Within Lexis Library click on the Cases tab:

![Lexis Library](image)

In the Case Search screen, enter the case citation **[1998] 1 All ER 60** into the **Citation** field. This is unique and will ensure you locate the correct report:

```
Citation [1998] 1 All ER 60
```

Access the case and click where it says **Share Link** in the bottom right hand corner of the screen to access the stable link:

```
Share link
```

Right click on the top link (not the pdf) and select Copy Link Address.

Close the Share this Link pop up box and go back to the main Lexis Library screen. Click on the **Add to My Bookmarks** button on your toolbar.

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Reading Lists @ Liverpool will pull through some of the bibliographic information from Lexis Library. Replace the URL in the Web Address field with the stable URL you have just copied. Edit the title field to reflect the full case citation as per the reading list:

Create and Add to List.

**Linking to Westlaw UK**

To access a stable link within Westlaw UK, you need to go to the Westlaw UK login page at [http://login.westlaw.co.uk](http://login.westlaw.co.uk) (not our normal link to Westlaw UK; in order to get to the link builder, you need to be a specific user, not an anonymous IP-authenticated user). Login with:

- Username: tbucknell
- Password: livw35t
- Client ID: uklivuni-1

Browse or search to the content that you want to link to. For example, if you are looking for the following article:


First use the Cardiff Index to Legal Abbreviations at [http://www.legalabbrevs.cardiff.ac.uk/](http://www.legalabbrevs.cardiff.ac.uk/) to decipher Ent. L.R. You’ll see it refers to *Entertainment Law Review*. Check the library catalogue to see where we have access to this journal: Westlaw UK is the only location. Don’t follow the catalogue link into Westlaw; remember to use the specific login details above.

When in Westlaw, you need to locate the article. Go to the Journals tab and copy and paste the article title into the **Article Title** field:
Open up the full-text of the article and click on the **Build Link** chain icon in the top right hand corner of the screen:

Ensure the **IP Authentication box** includes checked and that the box **Sponsor code for IP authentication** contains `uklivuni-1`. Copy and paste the URL that appears in the box (make sure you copy the entire URL) into a blank Word document, or click the **Copy to Clipboard** button (and accept the pop-up that asks if you want to allow access to your clipboard).

Add `https://liverpool.idm.oclc.org/login?url=` to the start of the URL so that it becomes:

```
```
Close down the pop-up authentication box to go back to the article full-text and click on Add to my Bookmarks. Reading Lists @ Liverpool will pull through some of the bibliographic information from Westlaw UK. Replace the URL in the Web Address field with the stable URL you have just copied. Edit the title and other fields, if necessary, to reflect the reading list. Click Create to add the item to your bookmarks.

Remember to logout of Westlaw UK when you have finished.

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Remove</th>
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<tbody>
<tr>
<td>Article</td>
<td></td>
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</tbody>
</table>

**Title**: Too much too little too late? Draft CPS guidance on speaking to witnesses

**Web address (Online Resource)**: http://ecproxy.lak.ac.uk/login?url=http://to.go.westlaw.co.uk/materials/endapp/document?docguid=DC3379861052

**Author (first name, surname)**: 
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- Jennifer

**Date**: 2015