



Law Sources for Non-Law Users

Subject Advice

Library and Learning Support provides an extensive collection of online and print resources. Our print collections are held at The Sir Michael Cobham Library at Talbot Campus (TC) and the Bournemouth House Library (BH) on the Lansdowne Campus. The Library i-Floor at the Executive Business Centre (EBC) is available to accredited Business School staff and students.

Searching for Information:

To start your research, login to myBU here <http://mybu.bournemouth.ac.uk/> where you can:

- access the Academic Skills tab on myBU for advice and guidance about university study skills;
- access your reading lists within 'My Units' on the Home tab;
- use the dictionaries and encyclopaedias for definitions and background information (access via the 'Reference Works' link on the Library tab);
- use our Library Catalogue to search for books and journals;
- for a more focussed search on a selected database, use the 'Databases' link on the Library tab.

You can also access Library resources via the Library website www.bournemouth.ac.uk/library. This guide refers to links on the myBU Library tab. If you require help with navigating the Library website, just contact us.

Subject Advice Services:

We offer help and advice on information resources when you are researching for your assignments or dissertation. You can drop into the Library, make an appointment with your Subject Librarian, or use our online services.

- Ask for help at the Subject Advice Desk;
- Use the online Chat Enquiry Service for a one-to-one discussion with our Library staff;
- Phone our dedicated help line +44 (0) 1202 965959;

- Follow our blogs: Library and Learning Support News, Research Support, Subject Librarians' Blogs. All available via the myBU Library tab;
- E-mail your Subject Support Librarian, Melissa Bowden to make an appointment, at bslibteam@bournemouth.ac.uk.

Resources for your subject:

Background on Law

UK legal materials are divided into two categories: primary materials and secondary materials.

1. **Primary materials** state the law through reports of cases and legislation.
2. **Secondary materials** have two main functions:
 - Finding tools, e.g. indexes – to help you locate legal materials;
 - Commentary, e.g. journal articles – provide discussion of primary materials.

Some legal materials (law reports and law journals) are often referred to using standard abbreviations, e.g. the law report series *Weekly Law Reports* is abbreviated to 'WLR'. You can check legal abbreviations using the following:

- Cardiff Index to Legal Abbreviations <http://www.legalabbrevs.cardiff.ac.uk/>
- Raistrick D, *Index to Legal Citations and Abbreviations* (3rd edn, Sweet & Maxwell 2008).

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Further Reading

You can find further guidance on doing legal research in the following books:

- Clinch P, *Using a Law Library* (2nd edn, Blackstone 2001);
- Holborn G, *Butterworths Legal Research Guide* (2nd edn, Butterworths 2001);
- Knowles J, *Effective Legal Research* (2nd edn, Sweet & Maxwell 2009).

Online Resources

Online resources, such as law databases, provide access to the most up to date legal information. The library is no longer updating some print law resources where online versions are available.

Law databases (available from the Library tab on myBU) don't all contain the same information. Some are preferable to others for particular research tasks. The following suggests recommendations for use:

- **JustCite:**
Use to search across the content of all major law databases simultaneously.
- **Lawtel:**
Use to locate unamended legislation, Bills and Command Papers. Good for finding recent and otherwise unreported cases.
- **Lexis Library:**
Use to locate current legislation, major law report series and selected law journals. Contains *Halsbury's Laws* (legal encyclopaedia).
- **Westlaw:**
Use to locate current legislation, major law report series, selected journals and e-books. The journals search is excellent for finding articles written on a legal topic.

Off campus access

You will require your University login details to access our online databases when you are off campus.

Primary Materials – Case Law

If a case is regarded as being of legal importance, details of the case will be published in law reports. Over time, reports of cases have grown into a body of case law.

A case is usually referred to using a case citation:

Knight v Nicholls [2004] 1 WLR 1653 (CA)

A citation usually includes:

- party names - *Knight v Nicholls*
- year - [2004]
- volume of law report series - 1
- abbreviation for law report series – WLR = Weekly Law Reports
- page number - 1653
- court – CA = Court of Appeal

The following provides an introduction to some of the major print and online sources for case law:

Source	Description
Law reports	There are many different series, e.g. All England Law Reports, which are available in print from the Sir Michael Cobham Library.
JustCite	Searches across major law databases simultaneously. Search for cases by party names, by citation and by keyword.
Lawtel > Case Law	Search for cases by citation, by party names and by keyword.
Lexis Library > Cases	
Westlaw > Cases	

Primary Materials – Legislation

There are two types of legislation:

- **Statutes (Acts of Parliament)**
An Act creates new law, or changes existing law. An Act is a Bill which has been approved by the House of Commons and the House of Lords, and then received Royal Assent from the monarch.

- Statutory Instruments (SI)

SI take the form of Regulations, Rules or Orders. They are made under the authority of an Act. The function of SI is to support Acts.

You should be aware that legislation can change over time. Some sources provide unamended legislation, as it was first issued. Some sources provide updated ('consolidated') legislation, which is the law currently in force.

The following provides an introduction to some of the major print and online sources for legislation:

Source	Description
Current Law Statutes	Print source. Unamended Acts in chronological order. To use this you need to know the year the Act was issued.
UK Acts	Unamended Acts, see http://www.legislation.gov.uk
UK Statutory Instruments	Unamended SI, see http://www.legislation.gov.uk
JustCite	Searches across major law databases simultaneously. Search for legislation by title or by keyword.
Lawtel > Statutes OR Statutory Instruments	Unamended legislation. Search by title or by keyword.
Lexis Library > Legislation	Updated legislation. Search by title or by keyword.
Westlaw > Legislation	Updated legislation. Search by title or by keyword.

Secondary Materials – Books

Often the best way to approach a legal question is to start with secondary sources, such as books. They can provide an overview of a legal topic and plus they may identify key cases and legislation. However, law books date quickly, so you need to make sure you are using the most current edition.

The Library Catalogue contains details of our print collection and provides access to electronic books. Select the 'Look for book or journal' link on the myBU Library tab. Search the Catalogue for authors, titles or using subject terms. Results indicate the campus location of printed books and a shelf mark (found on the spine label).

To find a specific title, ensure you have the complete shelf mark including letters after the numbers. If QR or

F&S precede the shelf mark, it is part of our reference collection which must remain in the Library and cannot be loaned.

Some shelf marks relevant for this area are:	
Administrative law	342.4206
Commercial law	346.4207
Constitutional law	342.41
Contract law	346.42022
Criminal law	345
Employment law	344.4101
English legal system	349.42
Environmental law	344.41046
Equity & trusts	346.42059
European Union law	341.2422
Family law	346.42015
Human rights law	342.41
Intellectual property law	346.42048
International trade law	343.087
Land law	346.42043
Law (general)	340
Media law	343.41099
Sports law	344.41099
Tort law	346.4203

Secondary Materials – Encyclopaedias

Halsbury's Laws is the major legal encyclopaedia and a good starting point for legal research. It provides a summary of the main points of an area of law and it identifies important case law and legislation for that topic. *Halsbury's Laws* is available in print in the Library, but for the most up to date information, you should consult the online version available through Lexis Library.

Secondary Materials – Dictionaries

Law dictionaries are specialist works of reference that record the meanings of words and phrases, as defined by case law or legislation. The definitions may also include references to relevant primary materials.

You can find general reference materials for law (such as law dictionaries) in the **Legal Research** section. This is shelved at the beginning of the law collection – the items have white tape around their spines. These materials cannot be borrowed.

In addition, selected law dictionaries are available online. Select the 'Look for book or journal' link on the myBU Library tab. Search for the keywords 'law dictionary' and select 'e-books'.

Secondary Materials – Journals

Law journals are a valuable source of comment and criticism on legal topics. Sometimes they are the only place where details of a case have been published. In addition, they are useful for keeping up to date on legal news and developments.

In the law collection, you can find current issues of print law journals on display and back issues of print law journals shelved alphabetically by title.

Electronic journals are accessible via the 'E-journals' link on the myBU Library tab and many are available on the Library Catalogue. Select 'keyword' search and 'journals' from the 'collection' drop down menu.

Legal Journals Index is available on Westlaw. It is an excellent search tool to help you find details ('abstracts') of journal articles on your area of research. Some of the articles will be available in full text on Westlaw.

Secondary Materials – Newspapers

Selected newspapers provide summaries of recent judgments, including *The Times* and *The Guardian*. Newspaper coverage may be needed when a case is otherwise unreported.

Major UK and international newspapers may be viewed online on Factiva and Press Display (accessible via the myBU Library tab). *The Times* and *Financial Times* are available in print format in the Sir Michael Cobham Library.

TV and Radio Programmes via BoB: Box of Broadcasts

Access BoB via the myBU Library tab; you need to register to use this service and will receive a password. You can request TV and radio programmes up to seven days in advance or broadcast in the previous seven days. This service is available off-campus, but not available outside the United Kingdom. Requested programmes will play in your web browser.

Professional Awareness

You are encouraged at BU to develop appropriate academic and professional knowledge and skills to enhance your employability. The Professional Awareness webpages (accessible via the 'Further Information' section on myBU Library tab) provide links to professional associations and associated publications which will support your learning.

Many of the associations and publications include job vacancies, blogs, alerting services (via RSS feeds and e-newsletters for example) and details of other organisations.

Referencing:

Access the Library's **BU Guide to Citation in the Harvard Style** and **Citing References: Law** guide on the myBU Academic Skills tab. Referencing is a way of demonstrating that you have read around your subject. Each time you use someone else's ideas or words it is essential that you acknowledge this in your work by citing the source in your text and having a bibliography at the end of your work.

Citing your references enables the reader to refer to the original source themselves. This reduces the risk of your being accused of plagiarism - the act of presenting the ideas or discoveries of someone else as your own. More information is available on the myBU Academic Skills tab.

Contact Details:

Bournemouth House Library

19 Christchurch Road, Bournemouth BH1 3LH UK
For information and subject advice:
Tel: +44 (0) 1202 965959.

The Sir Michael Cobham Library

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