

# Briefing Sheet

## Current Awareness for Law

### 1. What are current awareness services?


Use current awareness services to keep up to date with new legal developments. These include alerts (or updates) which can email you with details of new events, publications or results of searches you have saved. You can access all the databases below from the Library tab on myBU and the Library webpages.

### 2. Lexis Library

You can access current awareness information on Lexis Library in three ways. You will need to be logged into the database using a **Personal Athens account**.

#### 1. RSS Feeds

RSS feeds allow you to see when Lexis Library has added new content, without having to login to the database. Lexis Library offers RSS feeds for recent cases and selected practice areas:

- For cases, click on the 'Search' tab and select 'Cases';
- For practice areas, click on the 'Practice Areas' tab and select an area of interest;
- Click on the orange coloured symbol that looks like this 
- Add the feed to your RSS reader software.

You can find more information on how to use RSS feeds from the Library webpage <http://www.bournemouth.ac.uk/library/resources/rss.html>

#### 2. Scheduled Search

Save a search (or searches) to run at specified intervals and deliver results automatically:

- Enter the details of your search and click 'Search';
- Click 'Create Alert', located at the top right of the search results page;
- Name your search;
- Ensure the 'Save as an Alert (Scheduled Search)' box is ticked;
- Specify how often and at what time you'd like the search to run;
- Choose how to view the results (online or via email);
- Click 'Save' if you are satisfied with your search settings.

To view your existing Scheduled Searches, select the 'My Research' tab, click on 'Alerts', then 'Scheduled Searches'. The + icon next to the name of a Scheduled Search opens an archive of previous results. Click on the name of a Scheduled Search to view the most recent results. You can change the search settings, edit your search criteria or delete your search in 'My Research'.

### 3. Updates

Create updates on selected areas to run at specified intervals, keeping you informed of new resources and developments:

- Click on the 'My Research' tab, select 'Alerts', then 'Updates';
- Click on 'Update Wizard';
- Select your source(s). To get an overview of all developments, select 'All sources';
- Select your topic(s) by ticking the checkbox next to an area of law. Click on + to view sub-topics;
- Select 'Important documents only' to view only those documents judged to be especially relevant to your search criteria;
- Select a jurisdiction or jurisdictions;
- Click 'Next Step';
- Specify how often and at what time you'd like the search to run;
- Click 'Next Step';
- Choose how to view the results (online or via email);
- Click 'Next Step';
- Give your update a name;
- Click 'Save';
- To change any of the settings, click 'Previous Step'.

To view your existing updates, select the 'My Research' tab, click 'Alerts' then 'Updates'. The + icon next to the name of an update opens an archive of previous results. Click on the name of an update to view the most recent results. Select 'edit' to change the settings of an existing update. Click 'Create New Update' to add another to your profile.

### 3. Westlaw

Westlaw's current awareness service is updated throughout the day. You can either browse or search current awareness information. **NB** Westlaw will NOT email you with current awareness alerts.

**1. Browse** - there are 3 ways to browse for current awareness items. Select the 'Current Awareness' link at the top of the Welcome Screen:

- **Most Recently Added** - browse by Highlights (best of the last 5 days), Today, Last 4 Days, Last 7 Days, Last 14 Days or Last 28 Days;
- **By Document Type** - browse cases, legislation, official and non-official publications, press releases, newspaper and journal articles;
- **By Subject** - choose from a list of legal subjects.

### 2. Basic Search

- Select the 'Current Awareness' link at the top of the Welcome Screen;
- Search for current awareness items using 'Free Text' (keywords you have chosen) or 'Subject/Keyword' (keywords defined by Westlaw - click 'List of Terms' for further information);

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- Select whether to search either the last 90 days or within the current awareness archive.

### **3. Advanced Search**

- Select 'Advanced Search' from the top right of the Current Awareness search screen;
- This works as Basic Search, but gives you additional options to refine your search, such as 'Cases Cited';
- You can also include a date restriction.

### **Edit a Search**

You can edit a search or delete it and start a new one by selecting 'Edit Search' or 'New Search', both links are located on the top left of the search results page. You can narrow a long list of results by entering additional keywords in the box at the top of the search results page and clicking 'Search Within Results'.

## **4. Lawtel**

Lawtel is a database designed primarily to keep legal professionals and law students up to date. You can access current awareness information in several ways. You will need to be logged into the database using a **Personal Athens account**.

### **1. RSS Feeds**

RSS feeds allow you to see when Lawtel has added new content, without having to login to the database. Lawtel offers several types of RSS feeds:

- Click 'RSS Feeds' from the blue menu across the top of the screen;
- RSS feeds are listed on the right hand side of the screen;
- Copy and paste a link to a feed into your RSS reader software.

You can find more information on how to use RSS feeds from the Library webpage <http://www.bournemouth.ac.uk/library/resources/rss.html>

### **2. Updates**

You can access the 'Latest Lawtel Update' and 'Last 5 Lawtel Updates' from links on the Lawtel homepage. These provide a summary of the latest case law, legislation, journal articles and news.

### **3. Legislative Calendar**

The Legislative Calendar allows you to track the progress of Parliamentary Bills, commencement dates for Statutory Instruments and the coming into force dates of individual sections of an Act. The EU Legislative Calendar allows you to track forthcoming implementation deadlines for EU Directives and to mark the date from which key EU Regulations and Decisions become applicable in the Member States.

Go to the white bar across the top of the screen, and hover the mouse over 'Legislation'. Select 'Legislation Calendars' from the drop down menu. Select either the UK tab or the EU tab.


### **Browse Legislative Calendar**

- You can browse the calendars by date or month;
- To view a particular date in the main calendar, select it in the Mini Calendar (on the right of the screen);
- To select a different month, click on the month at the top of the Mini Calendar, then select your required month and year from the drop down menu.

### **Search Legislative Calendar**

- You can search the calendars using the keyword search and/or select from the Subjects list;
- To select more than one subject from the scroll down menu hold down the **CTRL** key on your keyboard while making your selection of subjects;
- For more specific searches select the relevant document type.

### **Synchronise with Microsoft Outlook**

Click on the golden coloured  symbol to synchronise your Microsoft Outlook Calendar with any forthcoming legislative developments.

## **5. Zetoc**

Zetoc provides access to the British Library's Electronic Table of Contents of around 20,000 current journals and 16,000 conference proceedings published per year. It includes an email alerting service, to enable you to keep-up-to-date with relevant new articles and papers. You will need to be logged into the database using a **Personal Athens** account.

You can also set up RSS feeds from individual journals on Zetoc. RSS feeds allow you to receive and manage updates from your favourite websites, such as news websites, online professional journals or blogs. You can find more information on how to use RSS feeds from the Library webpage [www.bournemouth.ac.uk/library/resources/rss.html](http://www.bournemouth.ac.uk/library/resources/rss.html)

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