Course Resources

Support Guide for Law Resources & Databases at AUT

Use this guide in addition to the Course Resources Support Guide for academic staff creating bookmarks from law and tax databases at AUT.

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This guide is to assist lecturers needing to add material to Course Resources from the Law Databases at AUT as well as providing the general formats for common legal material.

Use this guide in addition to the Course Resources Support Guide http://aut.ac.nz.libguides.com/ld.php?content_id=25752093

Please use this guide if material you need to bookmark is available in the Law and Tax databases.

1. **Tips for Getting Started**

   - Recommended that 2 (or more) internet windows are open to search for items and create the bookmarks
   - This software does not provide NZLSG as a citation option.
   - See section 4 for what the ideal records should look like and section 5 for instructions using specific law and tax databases.

2. **Tips for Creating Bookmarks for Legal Material from Law Databases**

   - Familiarise yourself with using the options for Manually Adding Bookmarks (see below) and the Bookmarklet tool Add to My Bookmarks from the Course Resource Support Guide.
   - Depending on the databases used, you will find that Manually Adding Bookmarks may be more accurate than using the Add to My Bookmarks.
   - Often the Add to My Bookmarks form will need some additional editing.
   - When using the Bookmarklet tool (Add to My Bookmarks), the date often defaults to the current date, NOT the date the item was published or case reported. Remove the field or edit as needed.
   - It is not always easy/possible to move between the law database and Course Resources screens to copy and paste information – remember to use multiple windows and/or note down the details.
   - You can add any notes or mark the importance of items – as needed.
   - Bookmarks can be re-used.
3. Manually Adding a Bookmark

- Open Course Resources
- Click on My Bookmarks
- Click on the Add dropdown menu and select Add Manually.
- Enter the required details needed in the fields and tabs for creating the item record in the form: *Manually add a new bookmark.*
- Then Create OR Create & Add to List
  - Create adds records only to your My Bookmarks
  - Create & Add to List adds records to My Bookmarks as well as adding them to the appropriate Course list (and section)

To maintain consistency and standardise the records across courses and types of material, see the examples below. Then use the database-specific tips to create ideal records.
4. Ideal Records – what you should end up with

I. Cases

These are categorised as a *Legal Case Document*. You must change the Resource Type.

Final list result:

```
Young v Police [2007] NZCA 339
Legal Case Document Essential
```

Fields to complete/change:

- Change Resource Type to *Legal Case Document*
- Title – enter the full case citation
- Web address direct to the case
- Online Resource - ensure it’s ticked
II. Articles

Final list result:

A Trap for Unwary Employers: Criminal Proceedings for Failure to Account for PAYE - Mike Lennard 2007

Fields to complete:

- Check that the Resource Type is correct and is set to Article in the first screen
- Amend/Add other details as needed.
- If the article is from an online resource, the Online Resource box must have a ✔.
- The tab Is part of a Journal needs to be included. Add correct details/amend as necessary. The Resource Type should be set as Journal.
III. Legislation

Final list result:

Gambling Act 2003

Fields to complete:

- Remove the tab “Is part of…”
- Enter full title of Act and Year
IV. Commentary & Books

Treat commentary titles as books and add notes to refer to the sections/chapters/pages required. You can bookmark (add web address) to the higher level to the title of the book or to a section within a book.

It is preferred (and easier) to bookmark at the book title level. This enables you to reuse the same record again for the same or different courses, with notes amended as needed for specific sections etc, which the students will refer to.

Final list result:

Adams on Criminal Law - Evidence 2016
Book Read ED1 Burden of Proof

Fields to complete:

- Ensure Resource Type is a Book
- Enter full title
- Add additional fields as required
- Enter author details if required
- Enter web address to book title or book section (see above recommendation)
- Date of publication. If online commentary – use the current year
5. Instructions for Specific Databases

5.1 Westlaw NZ / Australia

Optional instructions:
Use if the detailed instructions for each format below produces errors

Add to My Bookmark:

1. Find the item needed
   Click the Link builder to create the link to the documents. Copy the link.
   Use Add to My Bookmarks. Edit item as needed and replace the default link with the one you created and copied.

OR

2. IF Add to My Bookmark (Option 1 above) also produces errors, OR you prefer to Manually Create a Bookmark - use the link created from Link builder and enter all details manually.

5.1.1 Cases

Preferred way to add a case:

- Find the case.
- Click on Judgment link for full text (NOT the PDF file)
- Click Add to My Bookmarks
- Edit Item, add notes and Save as below
IF using Optional Instructions (Section 5.1) above:
Create and Copy the link from Link Builder before next steps

Otherwise:

- Click on Add to My Bookmarks to create record.
- Add to My Bookmarks. The default record (as below) needs editing.

- Change Resource Type to Legal Case Document
- Edit title of case – add the full citation etc into the title field
- Remove the Date Field – this field defaults to the current year NOT the year of the case citation
- Replace the Web address with the one you created and copied from Westlaw (see section 5.1)
- Click on “Is Part of a Journal” – remove this Tab

5.1.2 Journal Articles

Include all details for referencing and locating items: Article title, author/s, date, year, journal title, volume, starting page.

For some journals in Westlaw NZ/Aust Add to my Bookmarks may not work correctly, so use Section 5.1 as above.
**Add to My Bookmarks – some editing is required**

- Find the journal article.
- Use **Add to Bookmark**.
- Edit any fields/tabs as needed. Date, Author and Web Address usually need editing, as well as the Tab “part of journal”

If the link and other details do not appear, it is recommended that you **Create a Manual Bookmark**

**Create a manual bookmark (see Section 3)**

This option allows you to keep the Westlaw database details on the screen while creating the manual bookmark.

- Find the journal article.
- Open Course Resource Lists resourcelists.aut.ac.nz
- Go to your bookmarks and **Add manually** to create a new bookmark. Add new fields and fill in the details as needed.
- Using the **Optional Instructions Section 5.1** above, click on the **Link builder** to create the link to the documents then copy/paste into the new manual record.
- Include the “part of journal” tab and add all other required journal details and notes.
- **Create** or **Create and Add to list**.

![Link to document screenshot](image-url)
5.1.3 Legislation

Add to My Bookmarks:

- Find the Act wanted. Best to bookmark to the beginning of the Act as linking to sections requires more editing.
- **Add to My Bookmarks.**
- Change Resource Type from Article to Legislation.
- Remove Date field (it defaults to the year in which you are creating the bookmark).
- Click on **“Is part of a Journal”**. Remove this tab.
- Add any notes regarding sections.

Manual bookmark:

- Find the Act wanted.
- Use the Link builder to create and copy the link
- Go to your resource lists to add a manual bookmark. Fill in the appropriate details.
- Ensure Online Resource is ticked and Add Field: Web address is selected. Paste the weblink in from Westlaw into the box.
- Enter/remove other details, tabs and fields as necessary.
5.1.4 Commentary

Treat Commentary as books and add notes to refer to sections required. You can link to the title of the book or to a section within a book.

Recommended to create links at the higher level of the book/commentary title. The bookmark can be re-used again across the same or different courses with the notes changing accordingly to sections etc required.

- Find the Commentary title required.
- You may need to use the \[i\] next to commentary title for full title and author details – take note of these as they do not copy across
- Click on the Link Builder next to the Commentary title (or section of the commentary if you prefer)

- Copy the link, then click Add to my Bookmarks to create a new record.
- Replace the link already there.
- Change the format to book. Amend/add any further details.
- Add Notes as needed and click on Create
5.2 Thomson Reuters Westlaw

With every Thomson Reuters Westlaw bookmark created this note must be added to the Student Note field, otherwise students will not be able to access the content:

YOU MUST BE LOGGED INTO THOMSON REUTERS WESTLAW VIA THE LIBRARY TO ACCESS THIS

Use these instructions for all item formats:

Add to My Bookmarks.

This option does not copy all details across accurately, or allow you to move between the screens when editing/adding details. You may prefer to create a manual bookmark as detailed below:

▪ Find the item required
▪ Take note of the details needed to create the bookmark – case citation, article details.
▪ The web address should be correct.
▪ Edit any fields/tabs as needed for the item.

The default item type is usually “Webpage” - change to article, legal case document etc as needed.

Create a manual bookmark

This option allows you to keep the Westlaw database details on the screen while creating the manual bookmark

▪ Find the item.
▪ Open Resource Lists and Add manually to create a new bookmark. Add new fields and fill in the details as needed.
▪ Copy and paste the web address.

Remember to add the note:

YOU MUST BE LOGGED INTO THOMSON REUTERS WESTLAW VIA THE LIBRARY TO ACCESS THIS
5.3 ICLR 3

Find Case: There are several ways to find cases. Add to my Bookmarks can be used for all versions of reported and unreported cases.

Reported case in ICLR

- Open the case.
- Add to my Bookmarks. Edit fields and add any notes as needed. Create or Create and Add to list.

Unreported case

- Add to my Bookmarks should work with all versions of neutral and unreported cases.
- The BAILII version appears to be the better option. Other versions show some errors, but the bookmark metadata works correctly and links to cases will work.
- Open the BAILII case for the full case click Add to my Bookmarks – amend Resource Type to Legal Case Document and change other details as needed.
5.4 CCH NZ / Australia

There are different ways to create bookmarks for individual items and multiple items/sections. It is recommended to use create a manual bookmark to manually create records for both.

Have Course Resources open and another window open for CCH for ease of copying and pasting items details.

**Option A - for individual items such a case, book or commentary section.**

- Search, Select and open required item and shows in the bottom screen.
- Click on Save/Email.

- Click on Save link to document and Copy the link (the default web address at the top of the screen is NOT accurate. Don’t use it)
In Course Resources – open and create a new manual bookmark

Enter/Edit item details.

▪ Enter Item type (legal document case, legislation, commentary/book sections are a book)
▪ Paste the copied web address. Part of the link might be missing. Please check and amend as follows:

Look for ezproxy.aut.ac.nz AFTER wkasiapacific.com. in the link, so it looks like:
wkasiapacific.com.ezproxy.aut.ac.nz/

IF NOT included in the link - please add as per example below to allow access to the item:

▪ Edit/add other item details as needed.

Option B - multiple book and commentary sections. This is useful when wanting students to access more than 1 item/sections in a chapter in the same publication.

▪ Use the Browse function and drill down to the title section or product name wanted.
▪ Click and select the content wanted eg book title level, multiple sections within a chapter etc (below example is at chapter level which includes all the sections within the chapter)
- Click on Save Links to Content and Copy the link

TIP: paste the link into a word document first – to recheck/amend the link AND to only copy and paste the link WITHOUT the heading

Create a manual bookmark as per Section 3

In Course Resources – open and create a new manual bookmark

Enter/Edit item details.
- Enter Item type (legal document case, legislation, commentary/book sections are a book)
- Paste website. Amend web address as per above if required.
- Edit/add other item details as needed.

IF creating bookmarks to multiple, non-sequential sections of a chapter or multiple chapters – there will be several bookmarks and you will have to create individual records for each. Recommendation is to bookmark to the book title level and refer to required sections etc in the notes.
5.5 Lexis Advance

LexisNexis NZ and Lexis.com links will not work from early 2018. Please use Lexis Advance to update or create links if you want to use or keep bookmarks after Dec 2017.

With every Lexis Advance bookmark created, this note must be added to the Student Note field, otherwise students will not be able to access the content:

**YOU MUST BE LOGGED INTO LEXIS ADVANCE VIA THE LIBRARY TO ACCESS THIS**

Add to my bookmark – for all material

- Find the required item
- Click on Actions dropdown menu at top of the screen
- Copy the link and close the box. (this is a stable link and you will see permalink within it)
- Click on Add to my Bookmarks.
- Edit any data as needed and replace the link with one you copied from the database
- Create or Create & Add to list

![Add to bookmark example](image)

Remember to add Student Note:

**YOU MUST BE LOGGED INTO LEXIS ADVANCE VIA THE LIBRARY TO ACCESS THIS**
5.6 JustisOne

JustCite and Justis links no longer work. JustisOne to be used from May 2018

With every JustisOne bookmark created, it is recommended that this note be added for ease of access to the Student Note field, otherwise students may not be able to access the content:

YOU MUST BE LOGGED INTO JUSTISONE VIA THE LIBRARY TO ACCESS THIS

Use Add to my bookmark

- Find the required item
- Select and copy the correct case (etc) citation (or take note to correct later)

Stay on this screen and Click on Add to my Bookmarks.

Edit any data as needed (case citation) with one you copied from the database, change format type to Legal Case Document, Legislation or Legal Document etc

Create or Create & Add to list

Note that the default title details appear with “On JustisOne” at the end for every item.

Please remove, before saving the bookmark.
5.7 HeinOnline

For ease access both on and off campus, it is recommended that the link from the top of the screen which includes the ezproxy details be copied and used to change the link when using Add to my bookmark.

Use Add to my bookmark

- Find the required item
- Select and copy the link which includes ezproxy.aut.ac.nz

Stay on this screen and Click on Add to my Bookmarks.
- Edit any data as needed and replace the link with one you copied from the database, change format type to Legal Case Document, Legislation or Legal Document etc as needed
- Create or Create & Add to list
6. Other Law Databases

Other law databases have been tested and *Add to my bookmark* should work effectively for these, without any extra tweaking to records. However, this may not always be the case if updates to the databases occur.

Please contact Melanie Lovich or Kerry Ngai, if you discover any issues with the databases above or any others you use.

Additional instructions will be included as needed.

7. Contact Details

For further information and assistance contact:

**Law Liaison Librarians:**

Melanie Lovich [melanie.lovich@aut.ac.nz](mailto:melanie.lovich@aut.ac.nz)  ext 8568

**Business Transition Officer, Talis Aspire Project**

Kerry Ngai [kerry.ngai@aut.ac.nz](mailto:kerry.ngai@aut.ac.nz)  ext 8051