

Lawbook Online

Lawbook Online provides electronic access to the loose-leaf services, research publications and selected reports published by Lawbook Co. The publications subscribed to by the Southern Cross University Library and accessible electronically are listed below.

Subject Services	Research Publications
<p>Bankruptcy & Insolvency Law</p> <ul style="list-style-type: none"> ✚ Company Receivers and Administrators <p>Criminal Law</p> <ul style="list-style-type: none"> ✚ Criminal Law (NSW) ✚ Criminal Procedure (NSW) ✚ Federal Offences – R.S. Watson ✚ Ross Crime <p>Evidence</p> <ul style="list-style-type: none"> ✚ Freckelton & Selby Expert Evidence <p>Local Gov't & Environmental Law</p> <ul style="list-style-type: none"> ✚ Bluett Local Gov't Handbook (NSW) ✚ Planning and Development (NSW) <p>Property Law</p> <ul style="list-style-type: none"> ✚ Baalman & Wells - Land Titles Office Practice (NSW) ✚ Conveyancing Manual (NSW) ✚ Woodman & Nettle The Torrens System in NSW 	<ul style="list-style-type: none"> ✚ The Laws of Australia ✚ FirstPoint: provides access to case references, citation, history, and digest information for Australian cases since 1825. Information is sourced from the Australian Case Citator, Australian Digest and Australian Legal Monthly Digest <hr/> <p>Reports</p> <ul style="list-style-type: none"> ✚ Australian Criminal Reports ✚ Commonwealth Law Reports ✚ Federal Court Reports ✚ Federal Law Reports ✚ Industrial Reports ✚ Local Government and Environmental Reports of Australia

Accessing the Database

- ⇒ If accessing this database in the **Library**, click on **Start > Programs > Library Home Page**. Go to **Library databases**, and then click on the letter **L**. Select **Lawbook Online** from the list of databases. You should not need authentication or a login for accessing this database.
- ⇒ If accessing this database on campus in the **Computer Labs**, or from an **off campus** location, open your preferred browser and go to the SCU Library home page (<http://www.scu.edu.au/library>), then follow steps as above. You will need to authenticate into the Student Intranet to access this database.

Opening Screen

The database opens at the **Global Search** form page which is useful for linking to individual publications, or for searching across more than one publication with a single search. The default view for Lawbook Online is HTML, but you can change to Java View by clicking on **Preferences** at the top of the screen.

Searching the Database

To Search in an Individual Publication

1. Click on the name of the individual publication listed on the front page, or use the product-specific search forms found in the **Select Search Form** drop-down menu in the left frame.
2. Enter your keyword/s, phrase or citation etc. in the relevant search box/es.
3. Click on the **Search** button.

To Search Multiple Publications

There are several ways to conduct a multiple publications search in Lawbook Online:

Global Search

1. Go to the **Global Search** form on the front page of Lawbook Online.
2. Click in the boxes next to the names of the publications you wish to search in.


3. Enter your keyword/s or phrase in the **Enter key words** box at the top of the screen.
4. Click on the **Search** button.

Easy Search

1. Select the **Easy Search** form from the **Select Search Form** drop-down menu in the left frame.
2. Click in the boxes next to the names of the publications you wish to search in.
3. Enter your keyword/s in the appropriate search boxes. **Note:** you do NOT need to fill in all of the search boxes.
4. Click on the **Search** button.

Browsing the Contents of a Subject Library

To browse the contents of a Subject Library:

- ⇒ Click on the Folder icon  next to the name of the Library (i.e. Research), listed under the **Table of Contents** in the left frame. The Library's individual publications will be displayed.
- ⇒ To expand or collapse the contents of an individual publication, click on the folder icon next to the sections of the publication. If you are in a Java based view, you can click on the plus sign (+) next to the section you want to expand, and click on the minus sign (-) to close or collapse the sections.

Displaying Results

- ⇒ The results are displayed in a table or **hitlist** with a hypertext link to the document containing your search terms in the bottom frame, and the publication in which the document belongs in the top frame. Click on the hypertext link to go to the document. Search terms are highlighted in red.
- ⇒ A **Navigation Bar** is displayed at the top of the screen. Use the buttons on the Navigation Bar to navigate through your results.

Search Tips

Click on the link to **Help** at the top of the screen for search tips. For example:

- Use the connector **AND** to narrow your search, eg. access and grandparents.
- Use the connector **OR** to broaden your search, eg. access or custody.
- Use the truncation symbol (*) to find variations in word endings, eg. judg* will find judge, judgment, judged.

Printing or Saving Results

The method of printing a document will differ depending on whether you are operating in an HTML based view or a Java based view. These instructions are for HTML view

How to print or save a document in HTML view

1. Click on the **Print Document** icon located in the top right corner of the document.
2. From your Internet Browser click **File > Print** to print the document, or **File > Save As...** to save the document.

How to print or save a PDF in HTML view

All reported cases in Lawbook Online include the facility to print a **PDF** copy of the case.

1. Open the case in the document frame and click on **Click here for PDF print version**.
2. Click **OK** to open the PDF.
3. From the Adobe Acrobat toolbar, click on the print/save icons to print or save the PDF.

Logging Off

Click on **Log Out** at the top right of the Lawbook Online screen.