weight ——— less

Lexis Red® Digital Library Guide
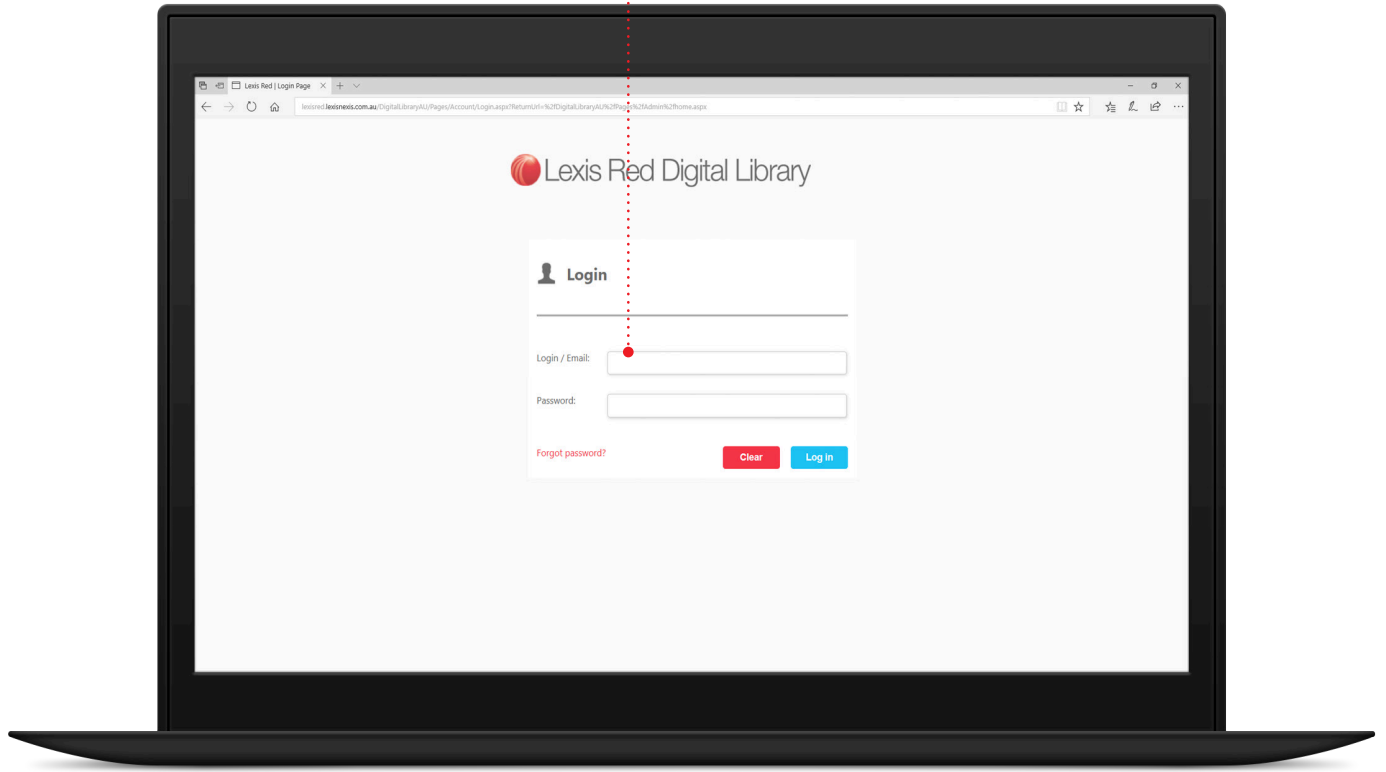## For Librarians

SEPTEMBER 2019

LexisNexis®

Login

There are two options for accessing the Lexis Red Digital Library:

- **Via Lexis Red app:** go to the Digital Library tab
- **Via browser:** lexisred.lexisnexis.co.nz/DigitalLibraryNZ

Log in using your *Lexis Red* user credentials

! Note for first-time users: *For Digital Library login, you must have signed into Lexis Red at least once.*

For account or general enquiries, please email Customer Support on customersupport@lexisnexis.co.nz or call 0800 800 986.

Home screen

Loans tab

Subscriptions tab

Account Status

Items	Used	Avail
Allocated Users	211	1500
Subscription Status	600	32270
Loan Status	35	841

Existing user accounts

Subscription titles in use

Loan titles in use

Lexis Red Digital Library

Loans | **Subscriptions**

⊕ **Assign Loan to User(s)**

Borrow Time **15** days Borrowing Limit **12** **Save as default**

Civil Procedure Vic

Motor Traffic Victoria

ABC of Evidence

Australian Family Law

Product library

Accounts

New Account **Bulk Import**

Wallwork, Myfanwy

Create new user account

Import user accounts in bulk using a spreadsheet file

Search/browse user accounts. Click to view and edit an account profile
(see Managing user accounts below)

Managing user accounts

👤 **Jane Person**

First Name: Jane

Last Name: Person

Email / Login: jane.person123@gmail.com

Title Name	Type	Valid From	Valid To
Civil Procedure Vic	Loan	2018/06/15	2018/06/30
Accident Compensation Vic + Cases	Subscription	2018/06/15	2018/07/15

Return loaned title to library

Remove subscription title from account

Delete **Reset Password** **Add Additional Titles** **Save Changes**

Motor Traffic New South Wales

Permanently delete user account

Assign new loan/subscription title(s) to user

Reset user password and send password reset email to the user

For account or general enquiries, please email Customer Support on customersupport@lexisnexis.co.nz or call 0800 800 986.
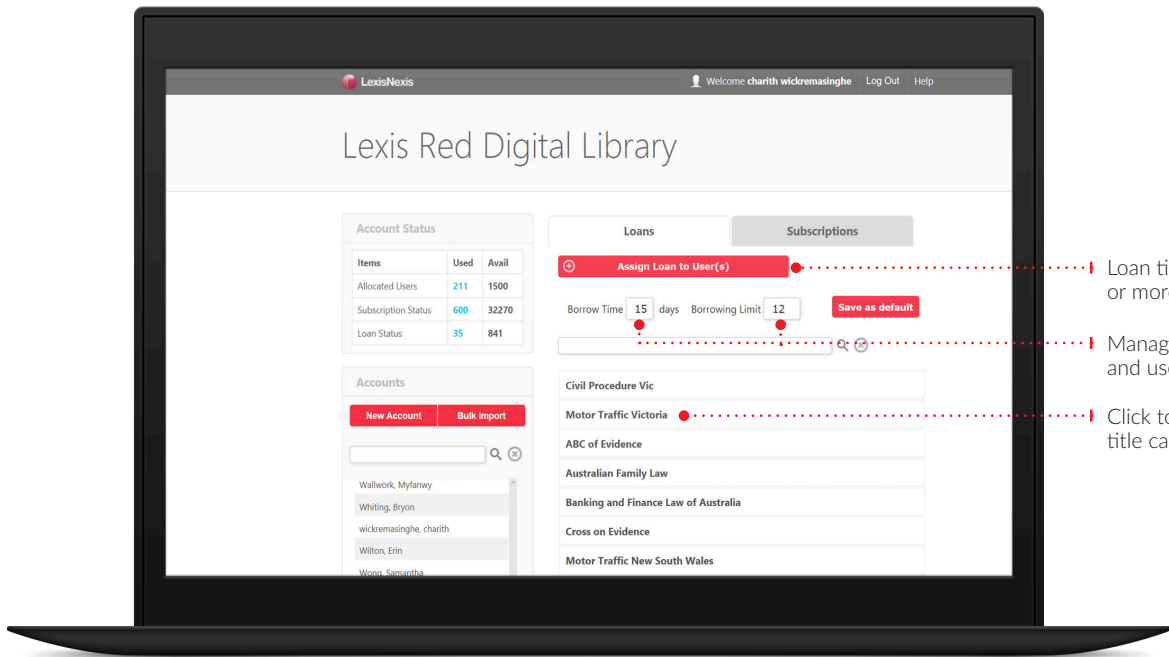
Loan titles to one or more users

Manage loan duration and user borrowing limit

Click to expand/collapse title catalogue

Number of loaned titles
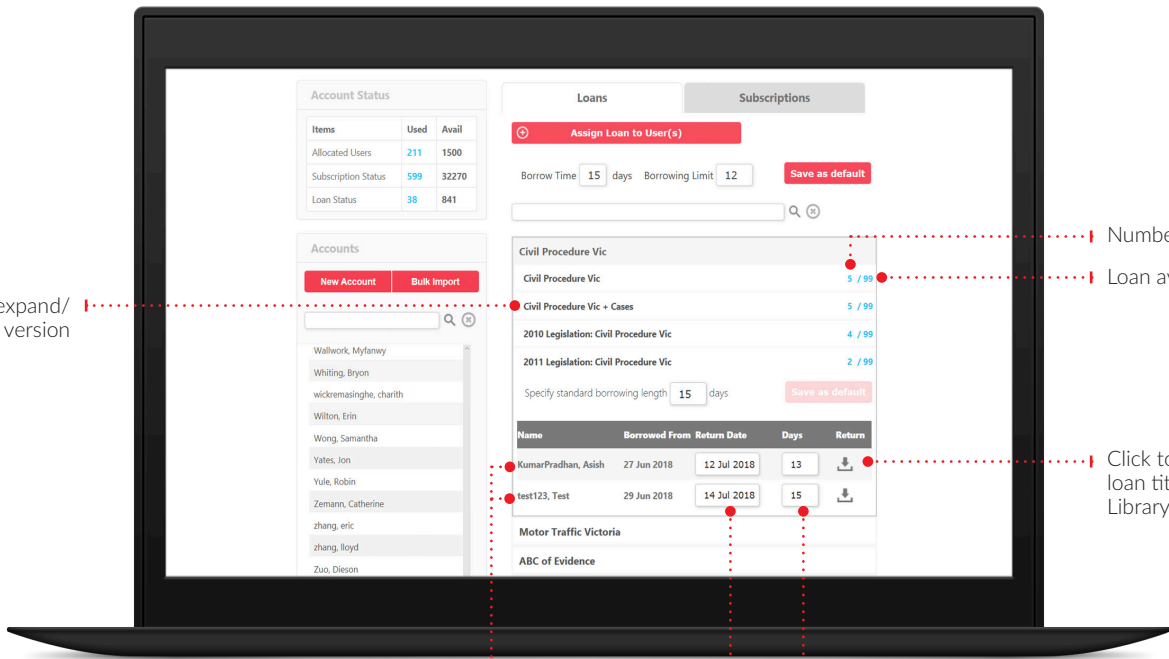
Loan availability

Click to expand/collapse title version

Click to manually return loan title to the Digital Library

Loan title users

Change loan duration

Account Status

Items	Used	Avail
Allocated Users	211	1500
Subscription Status	600	32270
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Accounts

New Account   Bulk Import

Wallwork, Myfanwy
Whiting, Bryon
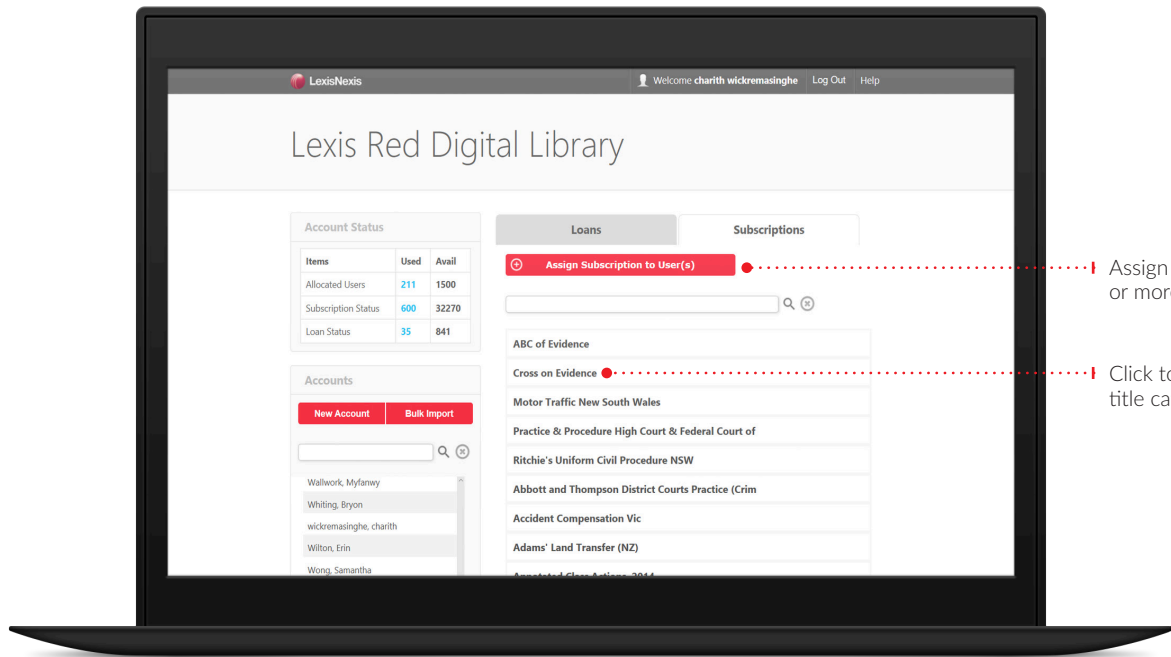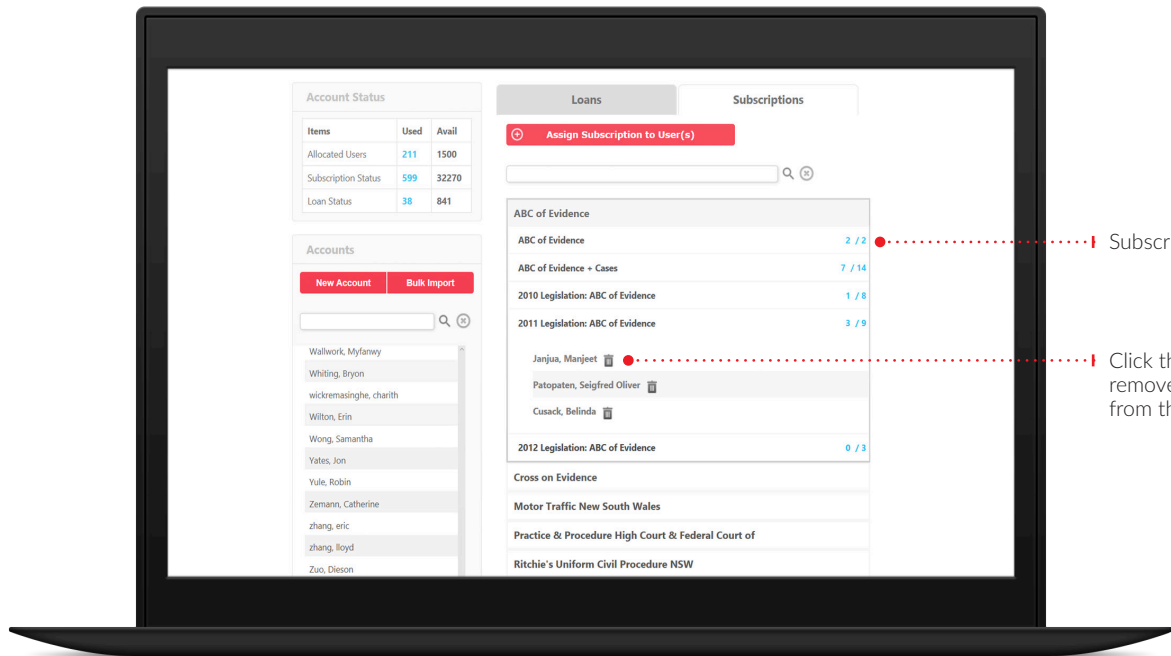wickremasinghe, charith
Wilton, Erin
Wong, Samantha

Loans   Subscriptions

⊕ Assign Subscription to User(s)

ABC of Evidence
Cross on Evidence
Motor Traffic New South Wales
Practice & Procedure High Court & Federal Court of
Ritchie's Uniform Civil Procedure NSW
Abbott and Thompson District Courts Practice (Crim
Accident Compensation Vic
Adams' Land Transfer (NZ)

▌ Assign titles to one
or more users

▌ Click to expand/collapse
title catalogue

Account Status

Items	Used	Avail
Allocated Users	211	1500
Subscription Status	599	32270
Loan Status	38	841

Accounts

New Account   Bulk Import

Wallwork, Myfanwy
Whiting, Bryon
wickremasinghe, charith
Wilton, Erin
Wong, Samantha
Yates, Jon
Yule, Robin
Zemann, Catherine
zhang, eric
zhang, lloyd
Zuo, Dieson

Loans   Subscriptions

⊕ Assign Subscription to User(s)

ABC of Evidence

ABC of Evidence	2 / 2
ABC of Evidence + Cases	7 / 14
2010 Legislation: ABC of Evidence	1 / 8
2011 Legislation: ABC of Evidence	3 / 9
Janjua, Manjeet 🗑	
Patopaten, Seigfred Oliver 🗑	
Cusack, Belinda 🗑	
2012 Legislation: ABC of Evidence	0 / 3

Cross on Evidence
Motor Traffic New South Wales
Practice & Procedure High Court & Federal Court of
Ritchie's Uniform Civil Procedure NSW

▌ Subscription availability

▌ Click the bin icon to
remove subscription
from the user

Assigning titles — Managing user accounts

When viewing a user profile (see **Managing user accounts** above), select **Add Additional Titles** to see the screen below.

Select Loans/Subscriptions tab **1**

Search/browse library catalogue **2**

Check box(es) to select title(s) **4**

Click title to see title versions **3**

Click to assign selected Loan/Subscription titles to the user **5**

Assigning titles — Loans screen

Note: assigning titles via the **Subscriptions Screen** is identical, except Subscription (not Loan) titles will be assigned.

Select title version(s) **3**   Select user(s) for assignment **4**

Click to open assignment screen **1**

Select title **2**

Indicates user already has title or availability is exhausted

Finalise loan allocation **5**