

Finding Legal Information Course Outline

Duration: Full day *online* course presented over TWO sessions: from 9:00 – 11:30 and then again from 13:00 to 15:00 (with a 1.5-hour break between the two sessions).

Session 1:

NetLaw, Provincial NetLaw, Municipal By-laws, Bill Tracker & Parliamentary Documents, Sabinet Judgments

Session 2:

Government Gazettes, Provincial Gazettes, Retrospective Government & Retrospective Provincial Gazettes, Sabinet Labour (CCMA & Bargaining Council Awards, Labour Judgments and Bargaining Council Awards) and myDiscover profile.

Databases Covered: SA Gazettes, SA Legislation (NetLaw), Bill Tracker & Parliamentary Documents, Retrospective Gazette Archive, Provincial Legislation (Provincial NetLaw), Municipal By-laws, Sabinet Labour, Sabinet Judgments

Target group

Learners participating in this programme are assumed to have basic computer and Windows literacy. Learners will include serious information seekers pursuing legal information ranging from parliamentary information to fully-fledged gazettes and acts.

Documents property of Sabinet and not for distribution

Objectives of the workshop

The objective of the session is to promote the understanding of where and how to look for Legal Information using Sabinet's reliable range of Legal Products. This range of products consists of individual products like the SA Gazettes, NetLaw (South African Legislation), Bill Tracker & Parliamentary Documents to name but a few.

Topics covered

1. Overview of databases available to find Legal Information

- a. In depth detail of each of the above database's content
- b. Coverage and content of each database
- c. Main use of each database

2. Interface

- a. Navigational Buttons
- b. Explanation of different panes
- c. Various hyperlinks

3. Searching

- a. Exact Word Search
- b. Exact Phrase Search
- c. Advanced Search
- d. Search within Results
- e. New/Refine search
- f. Searchable parts of the item
- g. Saved Searches
- h. List Searching

4. Advanced Search Strategies

- a. Boolean
- b. Proximity
- c. Truncation
- d. Wildcards and plurals

5. Viewing of Records/ Results

- a. Viewing Full Text in different formats
- b. Navigating between search results

6. Marking, Printing and E-mailing of records

- a. E-mail button
- b. Print this Page & Print Marked Items
- c. Display button
- d. Mark all button to e-mail



7. Assessment of competence

- a. Hands-on exercises
- b. Discussions of hands-on exercise