

SED

Secure Electronic Delivery

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What is Secure Electronic Delivery?

SED is provided by the British Library Document Supply Centre (BLDSC). This means that any articles we obtain from BLDSC can be delivered electronically to your email rather than in paper format.

All requests for articles, chapters or other copies are automatically delivered by SED if available from the British Library. If a request is not available from the British Library it may be available electronically, it depends upon the original source and the supplier. Please tick the box on your request form to indicate your preferred delivery method if electronic delivery is not available.

Advantages of SED:

- Speed of service, is quicker than the postal service.
- Convenience, the articles are delivered to your Bradford email address and can be accessed wherever you are, provided you have access to the necessary free software needed.

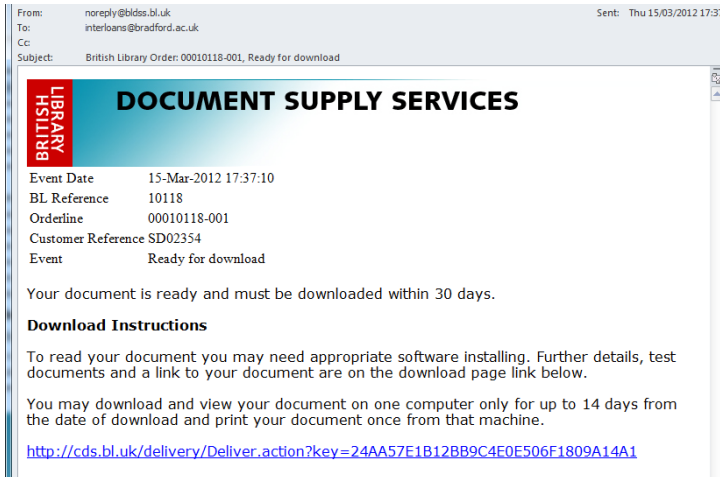
Disadvantages:

- You must open the article within **30 days**
- You can only access the article **once** from the link.
- You can save the document however it will only remain accessible for the remainder of the **30 days from the date of the email and will only be accessible on the SAME computer that you originally used to open the document.**
- You can only print the item twice. This is only allowed in case there are printer problems on the first attempt to print.
- You cannot cut and paste from the document
- You bear any printing costs.

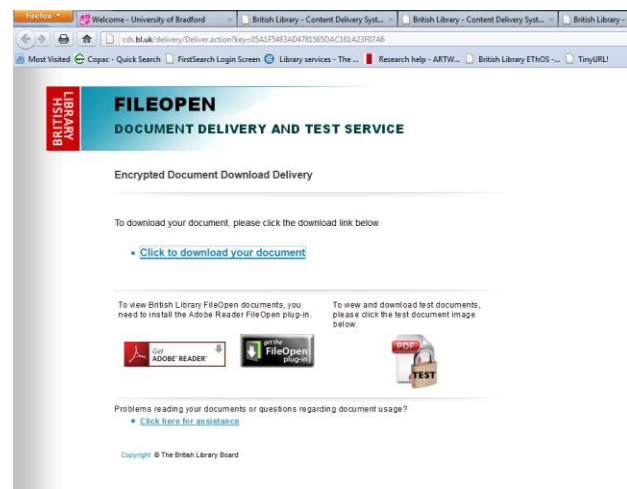
After submitting an interlibrary loan request, please keep checking your Bradford email account. If the item is held at the British Library you will receive an email directly from them. The email will be sent from noreply@bldss.bl.uk and will have the subject line:

British Library order: #####-### ready for download

How to open a SED document, if using a PC in Learner Support Services.



If using a PC in the LSS you simply need to click on the link at the bottom of the email which starts <http://cds.bl.uk/delivery/...>, see above. All PC's within LSS should have the required software loaded, the following screen should appear with a link to open the document.



When you click to download the document you are given the option to open or save the file. You can save it so as to open and print at a later date (within 14 days), alternatively you can open and print immediately. We would generally recommend that you print the document immediately to ensure that you get a hard copy before the document expires.

Please note, the document does not automatically save itself, if you close without saving or printing you will lose the document as you cannot access it again from the email link. Also, if you open and then save, the document will be accessible again but ONLY using the PC on which it was opened, you will not be able to gain access to it from any other PC within LSS.

How to open a SED document using a PC at home

If using a PC at home you will receive the email in the same way to your Bradford email account, click on the link as above. **Before opening the document download the FileOpen Plug-in.** This can be done by visiting the website <http://plugin.fileopen.com> or by simply clicking to download it from the webpage linked from the e-mail (see previous page), using the middle symbol. You can also access the British Library's test document from this webpage using the right hand symbol. Please ensure that you can open up the test document successfully, before attempting to open up the actual document.

If you have a pop-up blocker on your web browser you may need to disable it to access SED documents.

If you wish to access the document again (for the remainder of the 14 days) please ensure that you save it before closing. It will however only be accessible again from the same computer used to open it originally. Again we would recommend that you print out the document immediately to avoid issues with expiry dates.

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