

Secure Electronic Delivery (SED)

SED is faster and more convenient than the postal service for printed items. Items are delivered to your University Office 365 email account and can be accessed wherever you are, provided you can download the necessary free software.

All requests for articles, chapters or other copies are automatically delivered by SED if available from the British Library. Formats from other suppliers may vary. Ensure you indicate on your form your preferred alternative delivery method if electronic delivery is not available.

Please be aware of the following

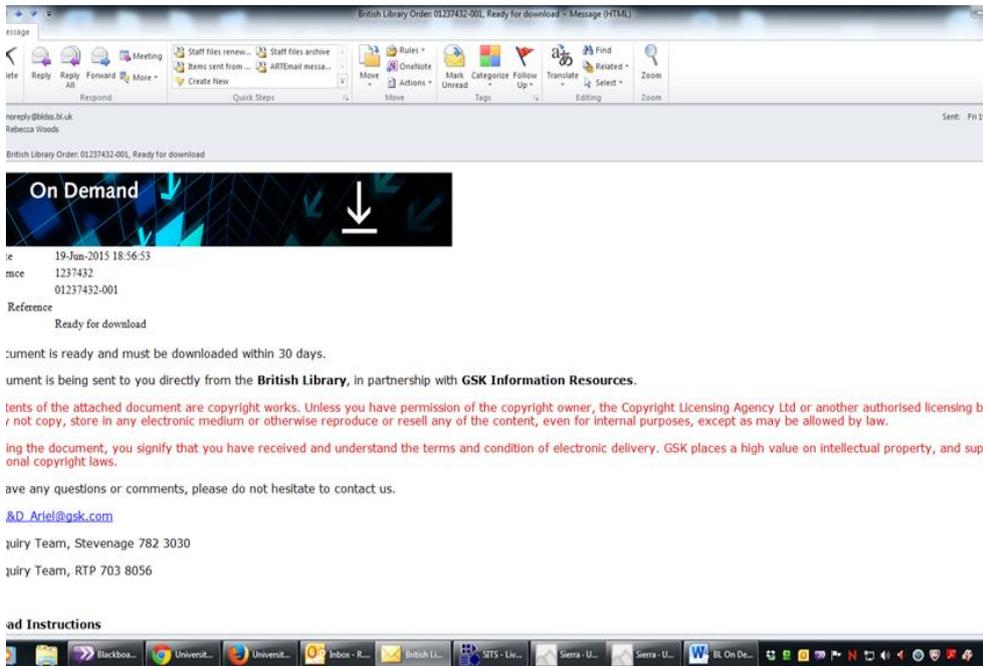
- You need to register with the British Library to access your document. Please allow 15 minutes after registration before opening your document.
- You must open the item within **30 days**, get in touch if you have problems.
- The item can only be printed once. If you have any difficulty with printing, please contact Interlibrary Loans.
- You cannot copy and paste from the item.
- You will need Adobe 10 or a more recent version to access your document.
- You must use Adobe to open the document, it will not open with a built in reader such as that in Google Chrome or Windows 10.
- If you have a pop-up blocker enabled on your web browser you may need to switch this off.

After submitting an interlibrary loan request, ensure you check your University Office 365 email account frequently. If the item is delivered using SED you will receive an email directly from the British Library (noreply@bldss.bl.uk) with **British Library order: #####-### ready for download** as the subject.

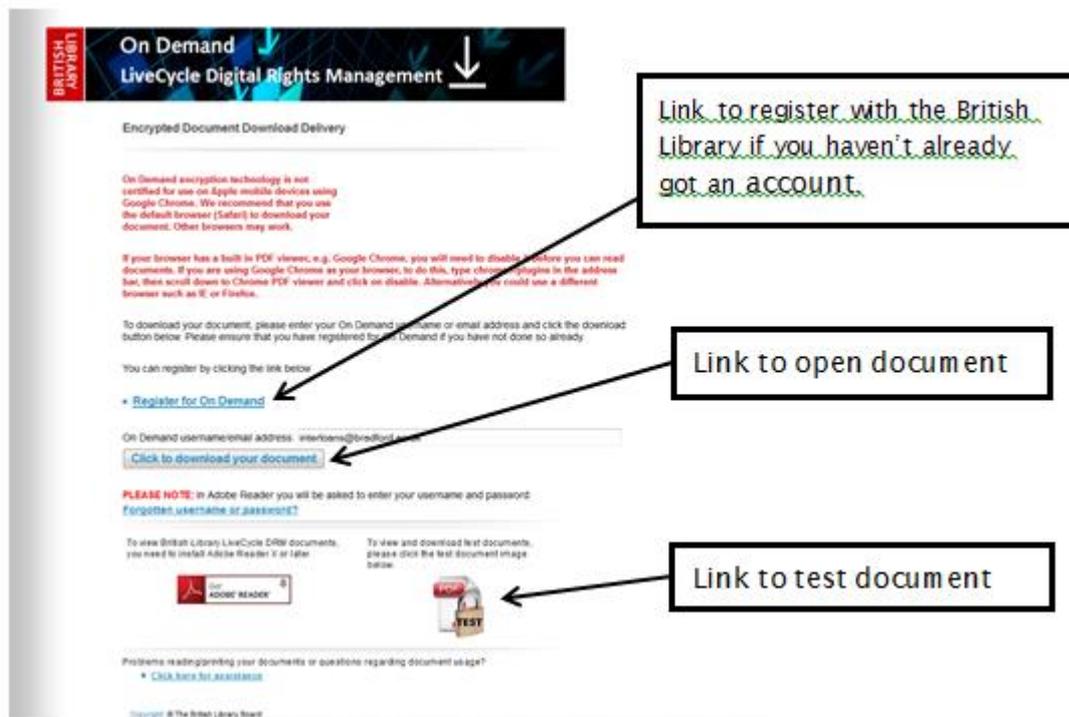
Please note: If a SED item has to be re-requested due to reader error we reserve the right to charge again for it, in some cases the full cost may be payable (approximately £9.50).

Opening a SED document

1. Open the email from the British Library.



2. Click on the link at the bottom of the email which starts <http://cds.bl.uk/delivery/...> You will be taken to a web page containing a link to the document.
3. If you haven't already done so, you will need to register for an account with the British Library (BL) using your **Bradford Office 365 e-mail address**.



4. Use the link in the document to set up an account with BL. You must use your Bradford Office 365 e-mail address as this is what we will use to request documents. If you use a different account you will not be able to access the document. If you wish to set up an

account before receiving a document you can do so at this page:

<https://register.bl.uk/RegOnline.aspx?serviceId=3>

5. You can use the test document to make sure you can access your document. Click on the link to the test document, then enter your username or e-mail address in the box to access the test document. Then click on “open document”. You will need to sign in to open the document.



The screenshot shows a web browser window titled "LiveCycle DRM - Encrypted Document Test Options". The page contains the following text: "To download a single page test document, please enter your On Demand registered user name or email address in the box below. Then click the button to download." Below this text is a text input field labeled "Deliver To:" containing the email address "interloans@bradford.ac.uk". A blue button labeled "Request Test Document" is positioned below the input field. At the bottom right of the form area, there is a small "Exit" button. A "TEST" watermark is visible at the bottom center of the page.

6. When the test document has been successful you will see an open document with a “Congratulations” message.



Congratulations

7. If you get an error message instead, check the settings on your computer. Have you disabled your pop-up blocker? Are your security settings preventing access?
8. Click on the link to download the requested item.
9. You can then either:
 - **Open the file** –We recommend that you print the item immediately to ensure that you have a hard copy before it expires. As SED items are encrypted they can be quite large files. When printing please allow extra processing time; this may take several minutes.
 - **Save the file** – On your own computer, you can save it to open at a later date. The item will only be accessible for up to 3 years from the date of the email. You can also save the document onto a memory stick or similar device.

Note: Be aware that if you close the item without either printing or saving it will be lost. The item cannot be accessed again from the email link.

Troubleshooting

Wait at least 15 minutes after setting up your BL account before trying to download your document.

Make sure you have Adobe 10 or above on your computer.

If you are using Google Chrome, disable its built in pdf viewer. Alternatively use Firefox to open the document, it seems to be the most compatible browser for accessing BL documents.

If you are given a choice of program to use when downloading, choose Adobe, this is the only pdf viewer which BL documents will open with.

Further Information and Contact Details

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