

Secure Electronic Delivery - user instructions

Please carefully read these instructions before attempting to open an SED document

1) What is SED?

Secure Electronic Delivery (SED) is the new method of delivering journal articles directly from the British Library to your BSU email address.

Inter-library loan requests for journal articles would previously have been supplied as photocopies (& may still be, on occasions where the British Library doesn't hold the journal).

SED should provide your journal articles more quickly, as the system doesn't rely on the postal service & you don't have to come to the library to collect your photocopies.¹

2) Making a request for an SED journal article

Once an SED journal article is delivered to your BSU email address, you only have 30 days to download it. Therefore please only request SED journal articles if you will be able to access email & a printer.

Fill in the normal yellow form to make an inter-library loan request for a journal article, remembering to sign the 'Copyright Declaration' on the back.

3) Software requirements

SED email messages will be sent by the British Library directly to your BSU email address. They contain a web link to an encrypted *.pdf document*.

In order to view these documents you need to have installed:-

- **Adobe Acrobat/Reader** (version 4 & upwards)
- **FileOpen**, a free Adobe "plug-in" available for download from <http://plugin.fileopen.com/>.

To install either of these programs, you need to have sufficient administrator privileges on your PC or Mac.

4) Before you download an SED document

SED journal articles can only be opened on one computer and can only be printed once.

Before you attempt to open an SED document, we therefore recommend you make the following checks:-

- Check your computer has the right software installed. *We strongly recommend* you try downloading the test document available from the British Library's website:- <http://fileopen.bl.uk>. If you can successfully read their test document, you should now be able to open your SED documents.

¹ Inter-library loan requests for books and whole volumes of journals will continue to be supplied in paper form.

- Check your printer is switched on, connected to your computer, and has enough toner to print a multi-page journal article. If you're printing in the Library open access IT rooms, you'll need sufficient credit on your print account. As a final check, we recommend you print one copy of the British Library test document (see above) *before* trying to print your SED journal article.
- **Adobe Reader version X.** If you are using the latest version of Adobe Reader, you can only print your SED document if you adjust these settings:- go to the Edit menu, then Preferences > General > and untick "Enable protected mode at startup".
- **Mac users.** Note that you will need to set Adobe Reader as your default PDF viewer, instead of Preview. If you use Preview, the document will open as a blank page, in which case **a)** Save the file on your desktop, **b)** Go to your desktop, right click (Ctrl + click) on the file and choose to open in Adobe Reader. In either case you must have FileOpen installed on your computer.

Follow these steps again every time you use a different computer to open SED documents from your email account.

5) Downloading SED documents

You will receive your SED documents from an email address called noreply@bldss.bl.uk.

To open your documents:-

- Either click on link which says "Click [here](#) to download your document"
- Or, if the link doesn't work try copying and pasting the full URL, given at the bottom of the email message, into your web browser.
- You may need to turn off the pop-up blocker setting on your web browser.

We recommend that you open and print SED documents as soon as possible after you receive them.

This is due to a number of strict copyright restrictions:-

- You have 30 days to download a document (from the date you receive an SED email).
- You can save a document, however it will only remain accessible for 14 days after you download it for the 1st time. It will only be accessible on the same computer that you originally used to open the document.
- Once downloaded, a document can only be printed once. A document can only be printed within 14 days after you download it. It can only be printed from the same computer that you used to originally open the document.
- You cannot copy & paste text from a document.
- You can forward SED emails to a different email address as long as you haven't opened the link to the document.

6) Further help

Email BSU Inter-library loans Dept:- interlibrarynp@bathspa.ac.uk
Phone BSU Inter-library loans Dept:- 01225 875788