

Your library



How does electronic delivery work?

Please Note: At the moment, we are experiencing technical problems with printing electronic SED documents on campus PCs. Until a solution has been found we recommend that unless you can print at home, you should choose the 'Photocopy' option when requesting journal articles. Photocopied articles can be either posted to your home address or collected from one of the campus libraries.

Electronic delivery (SED) allows the article or book chapter you have requested to be delivered directly to your desktop. This is the fastest method of delivery, but there are some restrictions you should be aware of when you make your choice:

- If your Secure Electronic Document (SED) comes from the British Library they will email you a link to the document, which will be active for up to 30 days. At the end of this period, the link will expire.
- If you have not downloaded your document after 27 days, we will print it out for you and send it to a campus library for collection.
- To open an SED document, you will need Adobe Reader, and you will need a special plug-in called 'File Open'. This can be installed for free at <http://plugin.fileopen.com> but should already be installed on all campus PCs (For Mac users, please see [instructions below](#))
- Instructions for downloading and advice about minimum software requirements will be included in your email from the British Library, along with a link to a test document.
- If you open the document on your own PC or laptop, you will have up to 14 days to view it, on that same device only. You will not be able to retrieve it again on a different PC. At the end of the 14 day period, you will no longer have any access to the document.
- If you first open your SED document on an NTU networked PC you will not be able to save it or access it again on that, or any other PC or laptop.
- You cannot save the document to a pen drive or any other external drive.
- If you have opened the email from the British Library, but not yet downloaded the document, you will still have the opportunity to download to a different PC.

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- We advise that you always print off your document as soon as you open it for the first time.
- You can only print out once.
- If you make a mistake and lose your document, please let the ILL team know. Usually, we are able to ask the British Library to resend it.
- Don't be put off! Electronic documents arrive much quicker than those being delivered by post, and once you know the rules, it's easy.

SED for Mac Users

- Adobe reader must be already installed on your machine before you attempt to install FileOpen
<http://get.adobe.com/uk/reader/otherversions/>
- Once you have Adobe, you can install the relevant fileopen plug in for Macs
<http://plugin.fileopen.com/all.aspx>
- After downloading the plug, open the relevant installation:

FileOpeninstaller.mpkg

- You should now be able to run the test document included in the email from BL.
- Choose to open the file with Adobe reader (Or save the file to your desktop then right click and choose open with Adobe reader). The default for Macs is Preview - If you use Preview, the document will open as a blank page.