

Receive your interlibrary loan articles by email

You can request articles to be emailed directly to you in secure PDF format. Just follow the steps below.

Step 1: Test that you can receive secure PDF documents

Download a test document from the British Library website: http://www.bl.uk/sed

If you do not have Adobe Digital Editions installed on your PC, the Adobe Digital Editions Detector will ask you to install it. Installing is free and only takes a minute. Check there is no pop-up blocker in action to hinder the download.

- SGUL staff can contact <u>ITAV@sgul.ac.uk</u> to get help with installing Adobe Digital Editions on their work computer.
- NHS staff and SGUL students are advised to install the software on their home computer.

Once the software is installed **and** you've been able to receive the test document, you will be able to request articles by email.

Step 2: Request to receive articles by email

Tick the box provided for receiving articles by email on the online or paper request form. **Please include your current email address on the form.** Further information is on our website: <u>http://library.sgul.ac.uk/resources/interlibrary-loans</u>

Step 3: Download article from your email inbox

Your article will arrive from this British Library email address: noreply@bldss.bl.uk

Download the document within **30 days** of receipt; after this period the document will automatically be deleted.

The document can only be printed once. Once downloaded, most documents can be stored in Digital Editions for up to 3 years, but it is recommended that the article is deleted once printed.

Problems with opening articles? Email Interloans staff at <u>intloan@sgul.ac.uk</u> or phone 020 8725 5251 if you need help. Please do not email **noreply@bldss.bl.uk**.



1st Floor Hunter Wing / library.sgul.ac.uk