

# Inter-Library Loans Secure Electronic Delivery (SED)

## Frequently asked questions

<p><b>What is Secure Electronic Delivery (SED)?</b></p>	<p>SED is a method of delivering documents as an Adobe PDF file directly to your desktop. Most documents requested as photocopies via Inter Library Loans (ILL) will be delivered in this way. This service is currently only available from the British Library. If British Library cannot supply your request in SED format, a paper copy will be supplied in the usual way. It does <b>not</b> give access to an electronic publication.</p>
<p><b>Who can use SED?</b></p>	<p>Currently the service is available to staff and postgraduate students. SED is not available to those undergraduate students eligible to use the inter-library loan service.</p>
<p><b>How do I submit a request?</b></p>	<ul style="list-style-type: none"> <li>• Firstly, ensure that your computer can receive SEDs (see below).</li> <li>• Complete an inter-library loan request form for each request, ensuring you sign the copyright declaration on the reverse.</li> <li>• A personally signed copyright declaration form is still required for each request before we can submit it to the British Library, under the terms and conditions of Library Privilege.</li> <li>• SED delivery will be the default option. Please contact the inter-library loans service if you have alternative requirements (eg Copyright cleared; photocopy)</li> </ul>
<p><b>Why do I need to sign a copyright declaration form / what is Library Privilege?</b></p>	<p>Library Privilege allows library users in the UK to request inter-library loans without paying a copyright fee to the publisher.</p> <p>However, there are restrictions on how items requested under Library Privilege can be used. For example the item must be for your own personal use, and only for the purposes of education, non-commercial research or study and not for commercial gain. No further copies of the item can be made or distributed to others by any means.</p> <p>We ask you to sign a copyright declaration form for every inter-library loan item that you request undertaking that you will abide by these restrictions, so that we can take advantage of Library Privilege on your behalf.</p> <p>This is a requirement of the terms and conditions of the British Library's Library Privilege Service and of sections 37-39; 41-42 and 45-50 of the UK Copyright, Designs and Patents Act 1988.</p>

	<p>Paying a copyright fee can increase the cost of an inter-library loan considerably, the price determined by the publisher and the nature of the publication.</p>
<p><b>Do I need to install any software?</b></p>	<p>This service requires a pc operating Windows XP, Adobe Digital Editions, version 1.7.2. Adobe Digital Editions should be on all student machines. Staff members, post graduate students and researchers may need to request Adobe Digital Editions version 1.7.2 to be installed. Log a job online with IT Services to request installation <a href="http://www.bournemouth.ac.uk/itservices/">http://www.bournemouth.ac.uk/itservices/</a></p> <p>Once Adobe Reader is installed, you need to set up Digital Rights Management. You should only need to do this once. The easiest way to do this is to download the test document available on the British Library website <a href="http://sed.bl.uk/DigitalEditionsFreeLink/entryPage.do">http://sed.bl.uk/DigitalEditionsFreeLink/entryPage.do</a></p> <p>We recommend that you do this before you try to download a document delivered by secure electronic delivery.</p>
<p><b>What type of items can I request via this service?</b></p>	<p>You can request journal articles or book chapters to be delivered by SED. However, entire books or full journal issues can only be made available in hard copy, and will be sent to the University Library as usual for you to collect. Please note that the Secure Electronic Delivery service currently uses printed journals and books as its main source material, supplemented by some online sources.</p>
<p><b>Is SED quicker than the normal inter-library loan service?</b></p>	<p>The service cuts out the delivery time taken when the item is in transit with the postal service and the University's internal mail system. It also removes the handling of the item by Library staff that normally occurs on receipt of a paper copy. However, the internal requesting and British Library's fulfilment processes remain part of the process. Therefore the service should be quicker, but it will not be "instant". If you usually work from home or off-campus, SED may also save you travel time coming to campus to pick up your ILLs.</p>
<p><b>How do I receive the item?</b></p>	<p>You will receive an e-mail from British Library informing you that it is available. This will contain instructions, the item request number and a hyperlink to your document. Click on the link while your PC is connected to the Internet and you can download the document. Research students who cite their student ID number on the request forms should check their student email to access the electronic documents. If students prefer to use their staff email address they can set up automatic redirection following the instructions on the following link <a href="http://bukb.bournemouth.ac.uk/wiki/Forward_email">http://bukb.bournemouth.ac.uk/wiki/Forward_email</a></p> <p>Please note: You are only allowed to access the document once. Do</p>

	<p>not click on the link until you intend to download the document.</p>
<b>Can I download my documents from a computer off-campus?</b>	<p>Yes, so long as you are able to access your university e-mail account off-site, and the computer you are using has Adobe Digital Editions version 1.7.2. This is available for download on the Digital Editions part of the Adobe website. This software is also required for Microsoft Vista users.</p>
<b>How many times can I print the item?</b>	<p>You are permitted to make only a single paper copy from the electronic copy. Once received and printed, the electronic file must not be stored.</p> <p>The electronic copy is available on the British Library secure server for a period of 30 days, after which the file will be deleted. However, you are encouraged to print documents as soon as possible. Any file not accessed in time will have to be re-requested at additional cost.</p> <p>You may not make any further electronic copies or convert the file into any other format. You may not cut and paste or otherwise alter the text.</p>
<b>On receiving the email notification, how long have I got to download and print it?</b>	<p>You should take into consideration any time away (vacation, or travel for work purposes) that may result in you being unavailable to access and print out the document within the 30 day time period, BEFORE submitting your requests.</p>
<b>Can I save items on my hard drive?</b>	<p>You must not retain the electronic copy for future use. This is a requirement of the terms and conditions of the British Library's Library Privilege Service and of sections 37-39; 41-42 and 45-50 of the UK Copyright, Designs and Patents Act 1988.</p> <p>All copies supplied to staff and students are made under the Library Privilege Service and may not be further copied, stored, or used for commercial purposes.</p> <p>However, users whose needs are not met by the Library Privilege Service may pay an additional copyright fee. The increased cost can be considerable, the price determined by the publisher and the nature of the publication but allow an electronic copy to be stored on the Adobe Reader bookshelf for personal use for up to 3 years. After 3 years, or sooner for some documents, view and print permissions will expire and you will no longer be able to open the document. The Library can arrange for a Copyright Fee Paid copy to be provided, but the full cost will be charged to your School.</p>

<b>Can I incorporate SED documents into the VLE or School website?</b>	<p>No, documents supplied under the SED service do not permit such use Separate permissions need to be sought.</p> <p>If the item fails to print at the first attempt, please contact the Inter-Library Loans Department in the University Library with details of the problem. They will investigate and, if necessary, contact the British Library on your behalf.</p>
<b>Support</b>	<p>Talbot Campus email: <a href="mailto:interloans@bournemouth.ac.uk">interloans@bournemouth.ac.uk</a> Tel: 01202 961290, 01202 961291 Lansdowne Campus email: <a href="mailto:bhinterloans@bournemouth.ac.uk">bhinterloans@bournemouth.ac.uk</a> Tel: 01202 967418</p>
<b>Further Information</b>	<p>Please read the associated documents Secure Electronic Delivery (SED): Instructions for receiving and managing SEDs and Secure Electronic Delivery (SED): Setting Up</p>