

Inter Library Loans have enhanced the way we deliver British Library PDFs enabling you to view anywhere, on any machine, including mobile devices so long as you have Adobe X and an internet connection. Just complete the one off registration process and then place orders using the BU ILL request form.

Register:

Step 1: **On Demand Registration Form** This process is *just* to generate yourself a username/password so that you can access PDFs once they arrive. You only need do it once.

Please **DO NOT** use an @ symbol in your user name

Please **DO** complete the registration using your BU email address

Step 2: **Activate your account!** Click on the link in the email the British Library send you after registration.

- You will need to download items within 30 days once they have been delivered and save them to your hard drive within 14 days of opening. Some can arrive within 24hrs so please check your email regularly!
- You will be able to print 1 hard copy to keep and then access saved documents for up to 3 years.

Placing orders:

✘ Please **DO NOT** place any orders using On Demand directly unless you intend to purchase yourself. The ILL department cannot be held responsible nor provide refunds for any purchases you make.

✓ **ALWAYS** use the BU ILL request form; we will place the order for you. Please note that each supplied item costs BU a minimum of £10.15. Please note: Some PDFs can arrive within 24hrs so please check your email regularly as they must be downloaded within 30 days

Further useful information:

➤ **You will need Adobe X (10.0) or later as your default reader, all University PCs already have this installed. If you use Google Chrome the PDF viewer can be disabled by typing **chrome://plugins/** into the address bar, scroll down to 'Chrome PDF viewer' and click 'Disable', or use another browser instead.**

➤ **Reset your On Demand password: <https://myaccount.bl.uk/ForgottenPassword.aspx>**

➤ **Contact ILLs team on 01202 961290 if you need any help.**