

# Step by Step Guide to Accessing your Interlibrary Loan Document

## Introduction

From 16<sup>th</sup> January 2017, interlibrary loan documents delivered directly to your email account will be supplied using an improved secure electronic delivery service called **DRM Lite**.

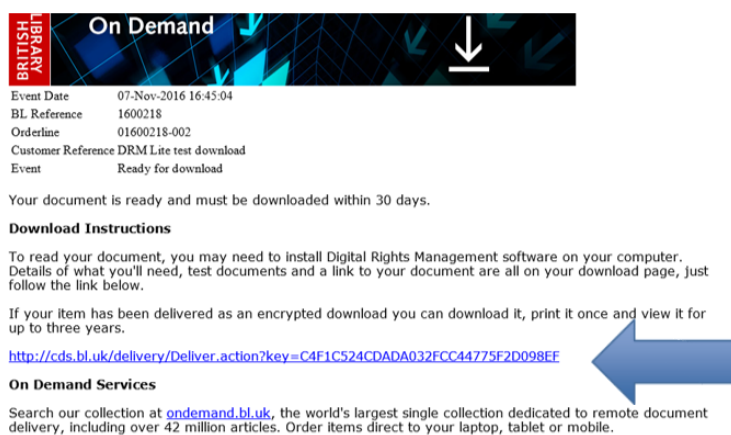
Before you can access documents supplied using DRM Lite, **you must [register](#) for a free On Demand account** with The British Library.

This guide shows you how to register for an On Demand account and download your interlibrary loan document. If you have already registered for an On Demand account, you can skip numbers 3-9 below.

## Instructions

- 1) Submit your request as normal using our [interlibrary loan request form](#). If you want the article or book chapter to be supplied electronically, choose **Email** as the Delivery Method.
- 2) If the British Library can supply the requested article/ chapter, you will receive an email from them with Sender: noreply@bldss.bl.uk.

Click on the **link** in the email.



BRITISH LIBRARY On Demand

Event Date	07-Nov-2016 16:45:04
BL Reference	1600218
Orderline	01600218-002
Customer Reference	DRM Lite test download
Event	Ready for download

Your document is ready and must be downloaded within 30 days.

**Download Instructions**

To read your document, you may need to install Digital Rights Management software on your computer. Details of what you'll need, test documents and a link to your document are all on your download page, just follow the link below.

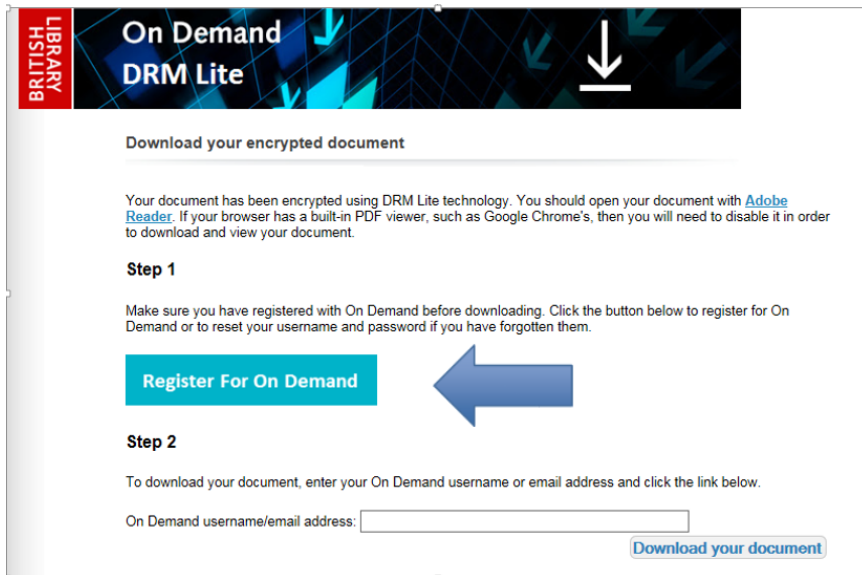
If your item has been delivered as an encrypted download you can download it, print it once and view it for up to three years.

<http://cds.bl.uk/delivery/Deliver.action?key=C4F1C524CDADA032FCC44775F2D098EF>

**On Demand Services**

Search our collection at [ondemand.bl.uk](http://ondemand.bl.uk), the world's largest single collection dedicated to remote document delivery, including over 42 million articles. Order items direct to your laptop, tablet or mobile.

3) Follow Step 1 and click on **Register for On Demand**.



**BRITISH LIBRARY** On Demand DRM Lite

Download your encrypted document

Your document has been encrypted using DRM Lite technology. You should open your document with [Adobe Reader](#). If your browser has a built-in PDF viewer, such as Google Chrome's, then you will need to disable it in order to download and view your document.

**Step 1**

Make sure you have registered with On Demand before downloading. Click the button below to register for On Demand or to reset your username and password if you have forgotten them.

**Register For On Demand**

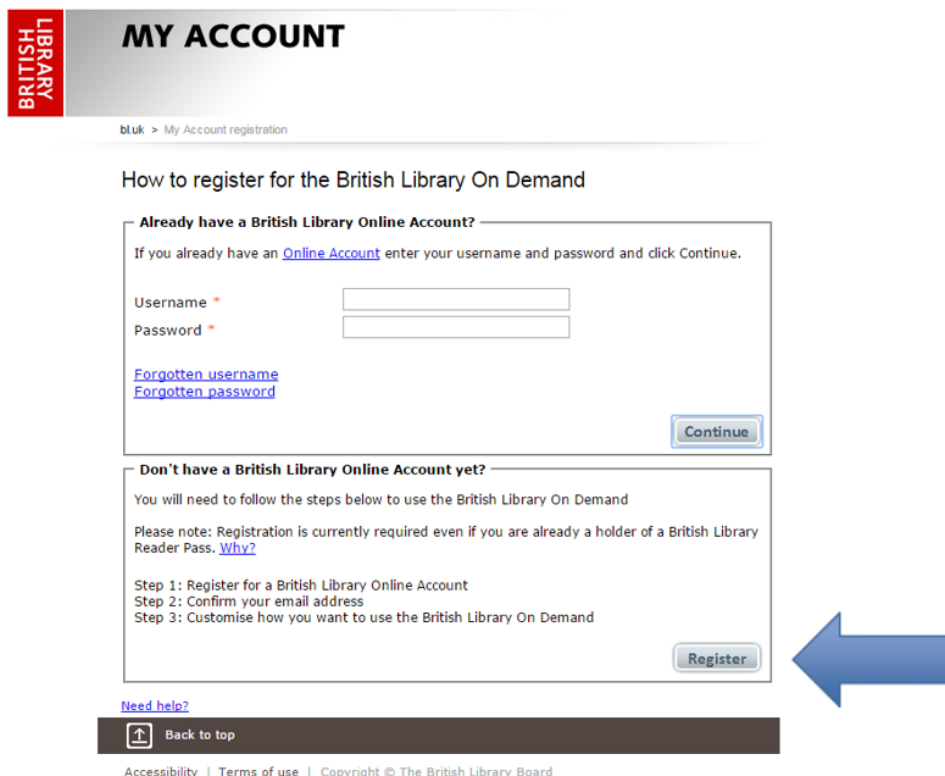
**Step 2**

To download your document, enter your On Demand username or email address and click the link below.

On Demand username/email address:

[Download your document](#)

4) Click on **Register**.



**BRITISH LIBRARY** MY ACCOUNT

bluk > My Account registration

How to register for the British Library On Demand

**Already have a British Library Online Account?**

If you already have an [Online Account](#) enter your username and password and click Continue.

Username \*

Password \*

[Forgotten username](#)  
[Forgotten password](#)

[Continue](#)

**Don't have a British Library Online Account yet?**

You will need to follow the steps below to use the British Library On Demand

Please note: Registration is currently required even if you are already a holder of a British Library Reader Pass. [Why?](#)

Step 1: Register for a British Library Online Account  
Step 2: Confirm your email address  
Step 3: Customise how you want to use the British Library On Demand

[Register](#)

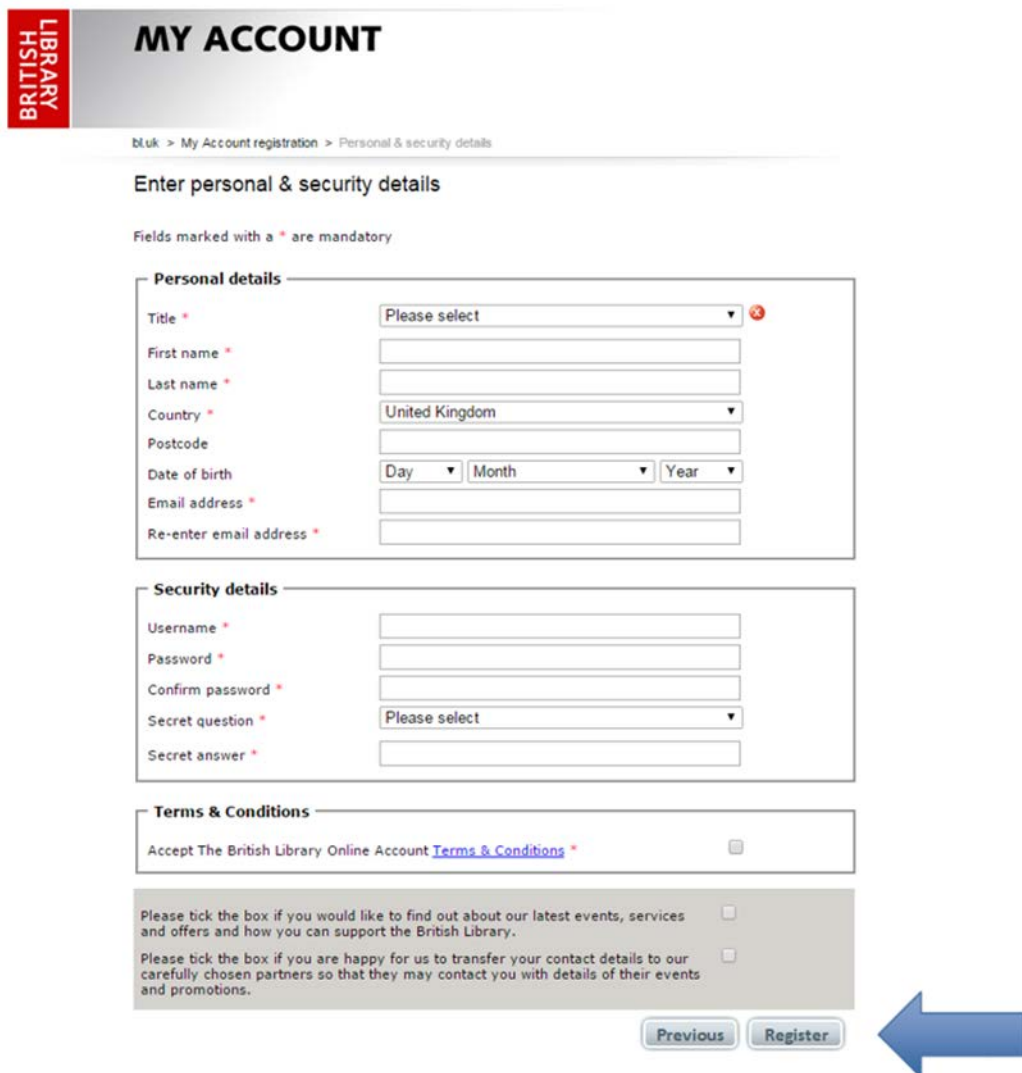
[Need help?](#)

[Back to top](#)

Accessibility | Terms of use | Copyright © The British Library Board

5) Complete the personal and security details form and click **Register**.

- Please use your **Anglia Ruskin email address**.
- You will need to **create your own username and password**.
- Do **not** choose a username that includes the '@' character (so do **not** use your email address as your username).



**BRITISH LIBRARY**

## MY ACCOUNT

bl.uk > My Account registration > Personal & security details

### Enter personal & security details

Fields marked with a \* are mandatory

**Personal details**

Title \*

First name \*

Last name \*

Country \*

Postcode

Date of birth

Email address \*

Re-enter email address \*

**Security details**

Username \*

Password \*

Confirm password \*

Secret question \*

Secret answer \*

**Terms & Conditions**

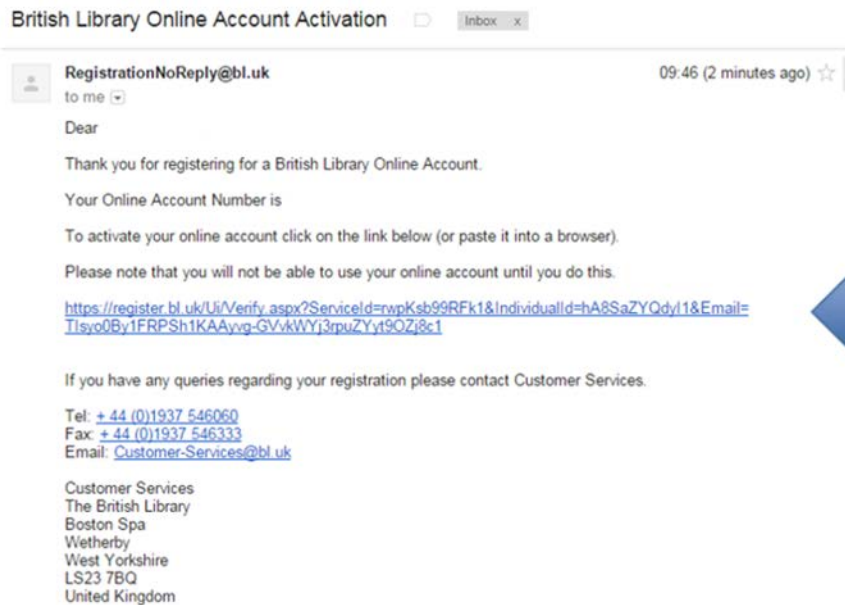
Accept The British Library Online Account [Terms & Conditions](#) \*

Please tick the box if you would like to find out about our latest events, services and offers and how you can support the British Library.

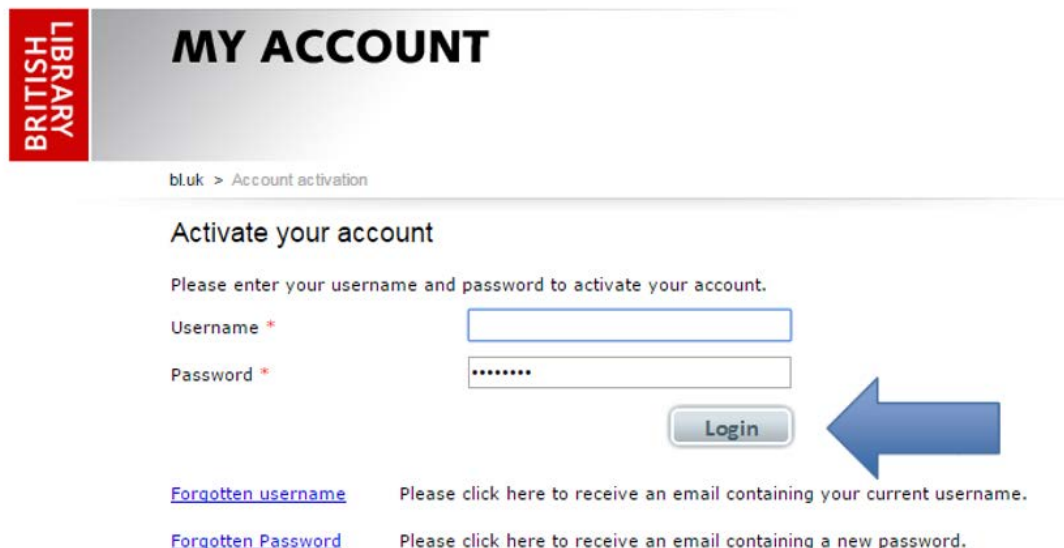
Please tick the box if you are happy for us to transfer your contact details to our carefully chosen partners so that they may contact you with details of their events and promotions.

- 6) You will then receive an email from the British Library with Sender: RegistrationNoReply@bl.uk.

Click the **confirmation link** in the email.



- 7) Enter the British Library On Demand account username and password you created in Step 5 and click **Login**.



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## MY ACCOUNT

bl.uk > Account activation

### Activate your account

Please enter your username and password to activate your account.

Username \*

Password \*

[Forgotten username](#) Please click here to receive an email containing your current username.

[Forgotten Password](#) Please click here to receive an email containing a new password.

- 8) Add your contact details and click **Next**.  
(Not all fields are compulsory.)



bluk > On Demand registration

### Customise your contact details and additional information

Fields marked with a \* are mandatory

The British Library collects additional information to help ensure we deliver the right services to our different audiences. Please see our [Privacy policy](#) for further information.

**Contact Address**

UK Postcode

Address Line 1 \*

Address Line 2

Address Line 3

Town or City \*

County or State

Province or Region

Postcode/Zip Code \*

Country \*

**Delivery Address**

Is your delivery address the same as your contact address?  Yes  No

**Contact Numbers**

At least one contact number is required \*

Home Number  [Help](#)

Mobile Number  [Help](#)

Work Number  [Help](#)

**Additional Information**

Job Function

Sector

How did you hear about On Demand ?

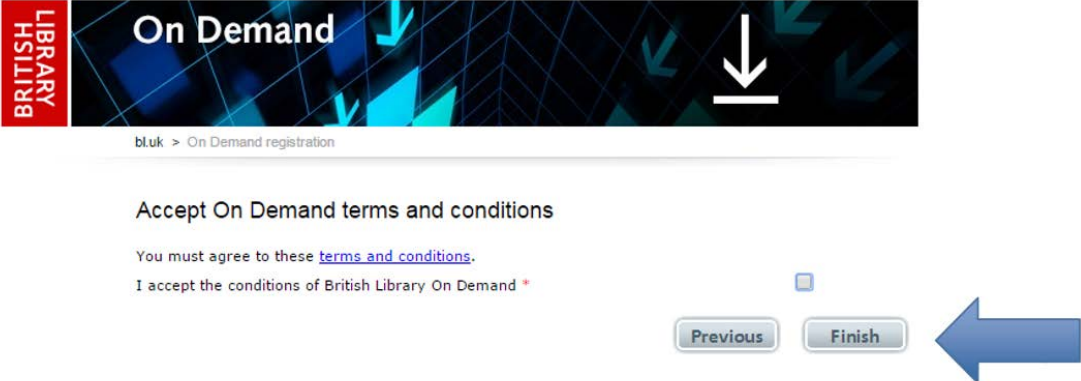
Next

[Need help?](#)



- 9) Read the terms and conditions and **tick the box** to indicate that you agree.

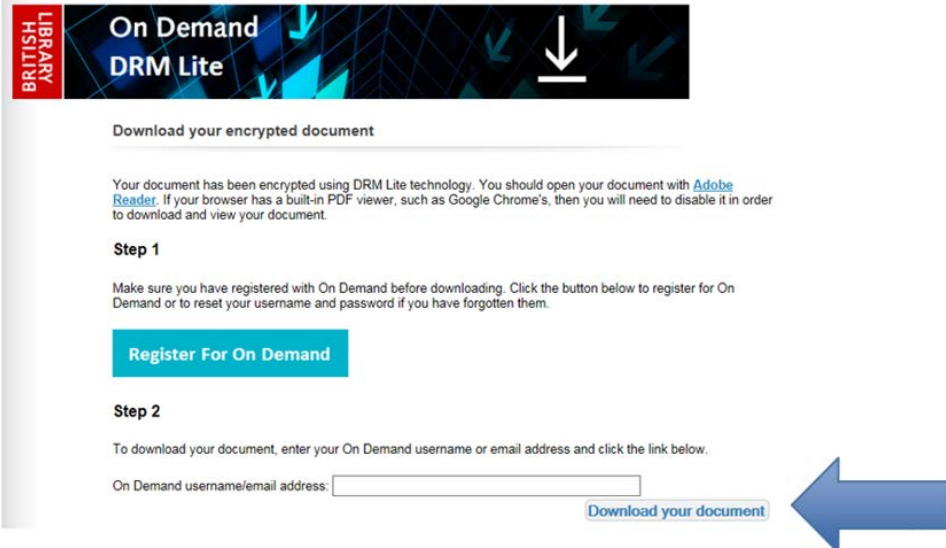
Click **Finish**.



- 10) Wait 5 minutes and then **return to the download page**. (If necessary you can open the download page again by clicking on the link in the first British Library email.)

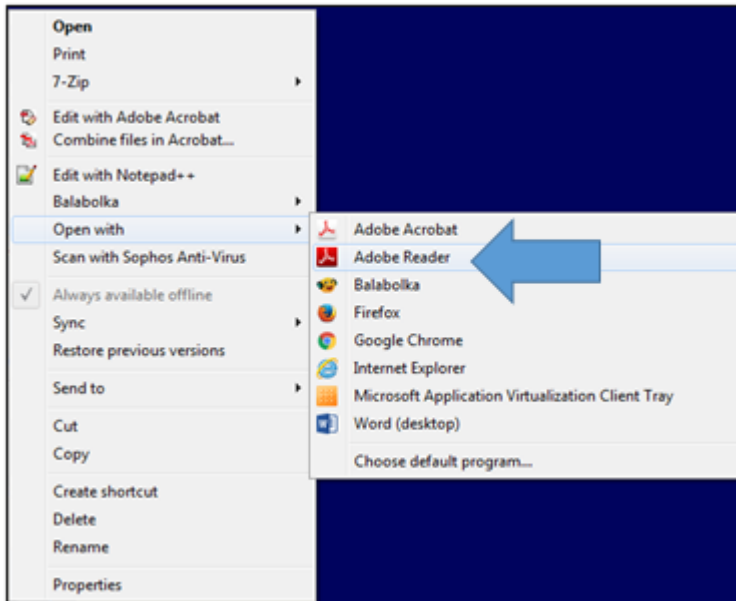
Follow **Step 2** and enter your new On Demand username or registered email address.

Click **Download your document**.

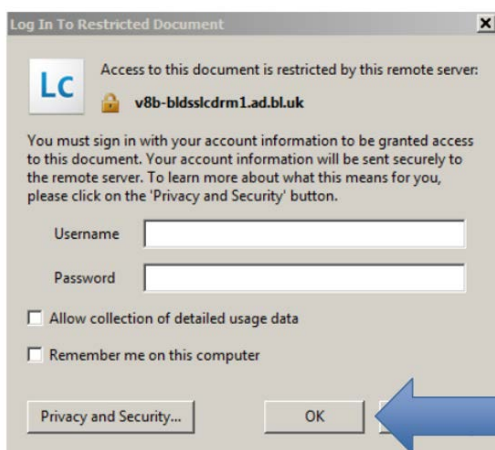


- 11) **Save** the file.
- 12) **Right click** on the saved file.

Choose **Open with > Adobe Reader**.



- 13) You will be prompted to enter your On Demand username and password. Click **OK**.



- 14) You should now be able to **view and print** your document.



## Viewing

You can access the document via the download link in the British Library email for **30 days**. After this the download link will expire and we are **not** able to request the document for you again.

Saved documents should be accessible for **3 years**. You will be prompted to enter your On Demand username and password when opening saved documents.

You can access the document on any computer/ mobile device as long as it has the PDF viewer **Adobe Reader 10 (or above)**. This is already available on most machines, including university computers. If not you can download it for free [here](#) or from your App Store.

If Adobe Reader is not your default PDF viewer, you will need to **choose to open the file with Adobe Reader**.

We recommend using **Internet Explorer, Firefox or Safari** as your browser. If you use Google Chrome, you will need to disable the PDF viewer first.

## Printing

Due to copyright restrictions, **you can only print the document once**. Please make sure your printer is working before you try to print.

## Problems

- Check if your question is answered in our [Help document](#).
- If you **forget your On Demand username or password**, request a reminder [here](#).
- **If you need further help accessing your document, please email [interlibraryloans@anglia.ac.uk](mailto:interlibraryloans@anglia.ac.uk)**.