Accessing Your British Library Document

Quick Start

One-off registration process:

- Click the link in the email you receive from British Library
- Click Register for On Demand
- Complete the form and accept the terms and conditions.
- Check your email for a message from <u>Registrationnoreply@bl.ac.uk</u>
- Click the link to activate your account
- Complete the form with your contact details.
- You will be taken to the BL On Demand website **Please note that you cannot** access your document from here. Your first access will always be through the link on an email from the British Library
- Check your email for confirmation of your registration
- It will take around **15 minutes** from receipt of the email before your document is ready to open.

Already registered?

- Go back to your original email
- Enter your username or email address
- Click the download box
- Enter your username and password

Troubleshooting

- Have you registered?
- Is your username longer than 30 characters?
- Have you waited 15 minutes?
- Forgotten your log in? <u>https://register.bl.uk/RegOnline.aspx?serviceId=3https://register.bl.uk/</u>
- Do you have Adobe Reader Installed?
- Seeing a blank page? The document is opening in your browser, not Adobe Reader.
- Using Windows 7 or below? Please update to Windows 10. (NTU staff, please contact IS.)

Please follow these steps, and let us know if you have any problems at <u>lib.ills.boots@ntu.ac.uk</u> If you are able to attach screenshots, they are very helpful in identifying issues.

Step-by-Step

How to register for British Library On Demand Documents

*NB Following this process will not give instant access to your document. You will need to wait for 10-15 for your registration to activate. For this reason, we would advise you to register ahead of receiving your first document.

When the British Library supplies your electronic document, they will send you an email which contains a link:

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Search our co	lection, the world's largest single collection dedicated to remote document delivery, including over 40 million articles, and order documents to your desktop from OnDemand Muk
Terms and Co	

Click on the link in the email. If this is the first time accessing a British Library On Demand Livecycle document you will need to complete the registration process:



Registration Process

On Demand encryption technology is not certified for use on Apple mobile devices using Google Chrome. We recommend that you use the default browser (Safari) to download your document. Other browsers may work. If you browser has a built in PDF viewer, e.g. Google Chrome, you will need to disable it before you can read documents. If you are using Google Chrome as your browser, to do this, type chrome://pigins in the address bar, then scroll down to Chrome PDF viewer and click on disable. Alternatively you could use a different browser such as IE or Firefox. To download your document, please enter your On Demand username or email address and click the download button below. Please ensure that you have registered for On Demand if you have not done so already. You can register by clicking the link below • Register for On Demand	Apple mobile devices using Google Chrome ownload your document. Other browsers ma , you will need to disable it before you can n , to do this, type chrome://plugins in the addi bble. Alternatively you could use a different mame or email address and click the download nand if you have not done so already.
If your browser has a built in PDF viewer, e.g. Google Chrome, you will need to disable it before you can read documents. If you are using Google Chrome as your browser, to do this, type chrome://plugins in the address bar, then scroll down to Chrome PDF viewer and click on disable. Alternatively you could use a different browser such as IE or Firefox. To download your document, please enter your On Demand username or email address and click the download button below. Please ensure that you have registered for On Demand if you have not done so already. You can register by clicking the link below Register for On Demand	e, you will need to disable it before you can r, to do this, type chrome://plugins in the add. ble. Alternatively you could use a different mame or email address and click the download nand if you have not done so already.
To download your document, please enter your On Demand username or email address and click the download button below. Please ensure that you have registered for On Demand if you have not done so already. You can register by clicking the link below • Register for On Demand	mame or email address and click the download nand if you have not done so already.
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Click on the Register for On Demand link.

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	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. Why2
	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
	Need help?
	▲ Back to top
	Accessibility Terms of use Copyright © The British Library Board

Click on Register to begin the registration process.

If you think you already have a username and password but have forgotten these complete the top half of the section.



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

Complete all the details which are marked with * and tick to agree to the terms and conditions. Then click on Register. You will then see the following page. Your username must be fewer than 30 characters.

Please note that whatever email address you use to register here, your documents will always be sent to your NTU email address.

LIBRARY HSILIN	MY ACCOUNT
	bLuk > My Account registration > Activate your Online Account
	Activate your online account
	Thank you for registering for a British Library Online Account.
	Your account number is: 1276129
	An email has been sent to the email address you supplied. Please click on the link in the email to activate your account. Please note that you will not be able to use your account until you do this.
	You can request another account activation email, a reminder of your username or change your password using <u>My Account</u> or contact Customer Services +44 (0)1937 546060 quoting your username or account number.
	ОК
	Need help?
	Back to top
	Accessibility Terms of use Copyright © The British Library Board

Check back on your email inbox and you should see the following message from RegistrationNoReply@bl.uk, which contains another link:



From: RegistrationNoReply@bLuk < RegistrationNoReply@bLuk > Sent: 13 October 2015 14:15 To: Subject: British Library Online Account Activation
Dear
Thank you for registering for a British Library Online Account.
Your Online Account Number is 1278789.
To activate your online account click on the link below (or paste it into a browser).
Please note that you will not be able to use your online account until you do this.
https://register.bl.uk/Ui/Verify.aspx?ServiceId=rwpKsb99RFk1&IndividualId=LFz51LnGY481&Email=XJO6-f713EdOpGrB5eape8xB5UjkRwC20
If you have any queries regarding your registration please contact Customer Services. Tel: + 44 (0)1937 546060 Fax: + 44 (0)1937 546333 Email: <u>Customer-Services@bl.uk</u>
Customer Services The British Library Boston Spa Wetherby West Yorkshire LS23 7BQ United Kingdom

Click on this link to complete the final registration step:

ields marked with a * are mandatory		
he British Library collects additional inform udiences. Please see our <u>Privacy policy</u> for	ation to help ensure we deliver the right services further information.	to our different
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Address Line 2	Boots Library	
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Town or City *	Nottingham	
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Country *	United Kingdom 🗸	
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How did you hear about On Demand ?		
Please select	~	

Again complete all the parts marked with an *. Then click on Next.

To complete registration tick the terms and conditions box and click on Finish. You should then see confirmation that registration is complete and you will also receive an email confirmation.



LIBRARY	On Demand	<u> </u>	
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If you try to log on too early and see this error, please contact us and we will ask British Library to send you

NB At this point you will need to wait for 10-15 for your registration to activate. For this reason, we would

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advise you to register ahead of receiving your first document if possible.

el: + 44 (0) 1937 546060 ax: + 44 (0) 1937 546333 imail: Customer-Services(

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a new link.

At the end of the registration process you will be taken to the BLDSS website. Please note that you do not access your document from there. Your first access will always be through the link provided in an email from the British Library



Accessing a British Library On Demand document on a PC or Android

When the British Library supplies your electronic document they will send you an email which contains a link:

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Customer Reference eldrm2	
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Download Instructions	
To read your document, you may need to install Digital Rights Management software on your computer. Further details, test documents and a link to your document are on the download page link b	elow.
For items delivered as Encrypted Downloads you may download and print your document once and view it on the same computer for up to 3 years.	
http://cds.bl.uk/delivery/Deliver.action?key=DE832E95B90C540997E219DA5C8E6BCC	
On Demand Services	
Search our collection, the world's largest single collection dedicated to remote document delivery, including over 40 million articles, and order documents to your desktop from OnDemand.bl.uk	
Terms and Conditions	

Click on the link in the email and then enter the username you created when you first registered.

If you have forgotten this then use this link <u>https://register.bl.uk/RegOnline.aspx?serviceId=3</u>

	Encrypted Document Download Delivery
	On Demand encryption technology is not certified for use on Apple mobile devices using Google Chrome. We recommend that you use the default browser (Safari) to download your document. Other browsers may work.
	If your browser has a built in PDF viewer, e.g. Google Chrome, you will need to disable it before you can re documents. If you are using Google Chrome as your browser, to do this, type chrome://plugins in the addr bar, then scroul down to Chrome PDF viewer and click on disable. Alternatively you could use a different browser such as IE or Firefox.
	To download your document, please enter your On Demand usemame or email address and click the download button below. Please ensure that you have registered for On Demand if you have not done so already.
	You can register by clicking the link below
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You should then see the following page:



Please note the advice about using different browsers and make sure you have Adobe Reader installed.

If you are using Google Chrome or Microsoft Edge as your browser, they may default to opening the article in Chrome PDF or Edge viewer. Please try to download the document, then go to your Downloads folder, right click the article and open with Adobe Reader.

Click on the download link.

You should then see the following sign in box:

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Password	
Password Allow collection of detailed usage data	
Password Allow collection of detailed usage data Remember me on this computer	
Password Allow collection of detailed usage data Remember me on this computer Privacy and Security OK	Cancel



Enter the username and password created when you first registered for the service. If you have forgotten these then use this link: <u>https://register.bl.uk/RegOnline.aspx?serviceId=3</u>)

Once you log in for the first time the document then becomes locked to your account only and cannot be accessed by anybody else.

If you wish to be remembered on the pc you are using then tick the remember me box (if using a public access pc or mobile device your details will be forgotten once you have logged out of the machine) this will then save you having to log in every time you wish to access the document on that device or pc.

Click on OK

You will then see a further dialogue box:



Once you have click either yes or no you should then see the full document.





Printing and ongoing access

If you wish to print a hard copy of the document you can do so only **once** and we recommend you do this as soon as possible after opening the document.

You will be able to access the document for up to 3 years on any pc or device as long as it is saved, has Abode Reader installed, and you log in with your username and password.

The document may be saved to a pen drive or forwarded to yourself at another email address however you will need to log in again with your username and password to re-access it.

You will not be able to forward it to another person once you have locked it to your account details.

If you do not save the document then you will no longer be able to access it after 30 days have elapsed.



Accessing a British Library On Demand document on an Apple Device

You can now view the documents on a mobile device however to access you will first need to download the free Abode Acrobat reader app from the iTunes App Store

When the British Library supplies your electronic document they will send you an email which contains a link:

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Search our collection, the world's largest single collection dedicated to remote document delivery, including over 40 million articles, and order documents to your desktop from OnDemand.bluk									
Terms and Conditions									

Click on the link in the email and then enter the username you created when you first registered (If you have forgotten this then use this link <u>https://register.bl.uk/RegOnline.aspx?serviceId=3</u>)

LiveCycle Digital Rights Management
Encrypted Document Download Delivery
On Demand encryption technology is not certified for use on Apple mobile devices using Google Chrome. We recommend that you use the default browser (Safari) to download your document. Other browsers may work.
If your browser has a built in PDF viewer, e.g. Google Chrome, you will need to disable it before you can rea documents. If you are using Google Chrome as your browser, to do this, type chrome://plugins in the addree bar, then acroll down to Chrome PDF viewer and click on disable. Afternatively you could use a different browser such as IE or Fleetox.
To download your document, please enter your On Demand username or email address and click the download button below. Please ensure that you have registered for On Demand if you have not done so already.
You can register by clicking the link below
Register for On Demand
On Demand username/email address: keelydonald/2011
Click to download your document

If you tap on the download document button it will then go to the following blank screen

Next tap on the Open in... option, it will then give you the option to choose Adobe Acrobat

You should then see the sign in box and will need to enter your British Library username and password

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S	Getting Started.pdf 13 Oct 2015, 61 KB	

If you wish to print a hard copy of the document you can do so only **once** and we recommend you do this as soon as possible after opening the document.

You will be able to access the document for up to 3 years on any device as long as it is saved, has Abode Reader installed, and you log in with your username and password.

The document may be saved locally, online, or forwarded to yourself at another email address however you will need to log in again with your username and password to re-access it.

You will not be able to forward it to another person once you have locked it to your account details.

If you do not save the document then you will no longer be able to access it after 30 days have elapsed.

Troubleshooting

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- Do you have Adobe Reader Installed?
- Seeing a blank page? The document is opening in your browser, not Adobe Reader.
- Using Windows 7 or below? Please update to Windows 10. (NTU staff, please contact IS.)

Please follow these steps, and let us know if you have any problems at lib.ills.boots@ntu.ac.uk

If you are able to attach screenshots, they are very helpful in identifying issues.

