



BRITISH LIBRARY DOCUMENT DELIVERY SERVICE (BLDSS)

Instructions

This service is for requesting books, journal articles, reports and conference proceedings that Staffordshire University Libraries do not hold in Stock. The university libraries use the British Library Document Supply Service (**BLDSS**) to obtain these articles.

How to register

1. Click on BLDSS link <https://ondemand.bl.uk/onDemand/home>
2. Go to **register** (top right of screen)
3. Follow instructions completing the form with your personal and security details creating an individual account with a username and password for logging into BLDSS
4. Tick **acceptance of terms and conditions**
5. You will receive a confirmation email from BLDSS with your account number. This can take up to 30 minutes.
6. Activate your account from link given in the email and complete the additional information
7. **It is important in order to take advantage of the subsidised £5 charge per item, you need to associate yourself with Staffordshire University**
8. Please forward the confirmation email **and include your student ID** to:

Document Delivery

lbailln@staffs.ac.uk

11. An acknowledgement will be sent from document delivery Staffordshire University verifying your account

TO CHECK IF BLDSS HAS THE ITEM YOU REQUIRE

- Click on BLDSS link <https://ondemand.bl.uk/onDemand/home>
- Select **Log in** (top right of screen)
- Type **Username and Password.**
- Select account: **Staffordshire University**

HOW TO SEARCH/PLACE AN ORDER FOR JOURNAL ARTICLES KEEPING WITHIN THE COPYRIGHT LICENCE

- Search under **journal title** and **complete article details**
- Check availability
- **Copyright Restriction: No more than one article can be ordered from the same journal issue at a time.**
- **Should you wish to view more than one article in a journal issue the whole journal can be ordered as a LOAN. Follow the instructions below for ordering a book or whole journal.**
- Select **encrypted download within 4 days** (ignore cost shown)
- Select **option 2** and enter personal email address for electronic delivery with download instructions
- Add to **basket**
- **Basket submissions page**
- **Close**
- **Shopping basket**
- **Order selected**

NB: If the item you want is not listed, contact the Document Delivery team who will contact other UK university libraries to try to obtain the item.

- llbailn@staffs.ac.uk
- Tel. 01782 353236

TO PLACE AN ORDER FOR A BOOK/BOOK CHAPTER OR WHOLE JOURNAL

- Search under book/journal title
- Select and **tick LOAN box** for whole item
- If only one chapter from a book is required complete details (**Copyright restrictions allow no more than one chapter to be requested from same the book**)
- Check availability
- Scroll down page : Format defaults to Standard 4 day delivery for books (**ignore cost shown**)

- **Next step**
- For LOAN enter delivery details selecting either **option 1 for delivery and collection from Staffordshire University libraries**. If you would like it to be posted to your home address, we can then forward it to you.
Check Order summary details and **add to basket (ignoring cost shown)**
- **Basket submission page**
- **Close**
- **Shopping basket**
- **Order selected**
- The standard loan period for books is 6 weeks and the due date appears on label inside the book

All orders will be forwarded to Staffordshire University document delivery team for approval before final completion.

The progress of all orders are tracked and monitored.

NB: If the item you want is not listed, contact the Document Delivery team who will contact other UK university libraries to try to obtain the item

- lbailln@staffs.ac.uk
- Tel. 01785 353236

Renewals

There will be a **£5 charge for renewals** (see payment details below).

Overdues

There will be a **£5 charge for overdue books** (see payment details below).

Payment

- The £5 charge per item can be paid by card on 01782 295770 or 01785 353236 or in person at Thompson Library, College Road, Stoke-on-Trent ST4 2DE or Blackheath Lane Library and IT Centre, Stafford , ST18 0AD
- This must be paid within 7 days of receiving of your order
- Staffordshire University Staff - payment for orders can be made by providing a cost centre to which the orders will be charged

If you have any queries, please contact the Document Delivery Team:
Blackheath Lane Library and IT Centre, Blackheath Lane, Stafford, ST18 0AD.
Tel. 01785 353236
lbailtn@staffs.ac.uk

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