



**UNIVERSITY OF MASSACHUSETTS
AMHERST**

**W.E.B. Du Bois Library
University of Massachusetts
154 Hicks Way
Amherst, MA 01003-9275**

**University of Massachusetts Amherst
Books on Demand Policy**

The Books on Demand program is a service available to faculty, students, and staff whereby interlibrary loan requests are reviewed according to the following criteria, and then purchased for our collections, if we can supply the item to the requestor in a similar time frame as Interlibrary Loan would provide. In addition to items that are not owned by the UMass Amherst Libraries, this policy applies to items that are listed as 'In-use', billed or missing and are not available within the 5 Colleges.

Materials must have been published within the past two years, be available for shipment within one week, and cost a maximum of \$175. Foreign language materials may be purchased if they are available in the United States or available through a bookstore/vendor with rush delivery service.

The following items are generally excluded from the program:

- Study Guides and Test Preparation Materials
- Self-Help/Guide Books
- Beauty and Fashion Guides
- Cookbooks
- Textbooks
- Computer Guides and Manuals
- Series Items

Approved by Senior Management Group February 15, 2012
Approved by Senior Management Group November 12, 2014
Approved by Senior Management Group August 12, 2015