



Books on Demand Program

The Books on Demand program at Smith Library allows for the addition to our collection of books deemed necessary and/or desirable by patrons. These might be items that were once in the collection but are no longer, items held by comparable institutions or new items familiar to our faculty. Because the book is being requested through the ILL process, it tells us of an item that we do not hold and yet is desired by a patron. If the item meets the criteria set up for the program, we will purchase the book. This will serve to build the collection with quality materials and provide a patron-centric service that meshes effectively with the HPU philosophy of providing superior support to its students

What criteria do we consider:

- Should be an item requested through the ILL process.
- Item must be of an academic nature (i.e.; no leisure titles).
- The item is held by respected academic libraries we aspire to emulate.
- The item is of a unique local nature or interest.

Selection procedure: During the review process in WorldCat, each request will be ascertained using the above criteria. If the item meets the initial criteria, a note is added to the record indicating BOD possibility and the record is moved to the “Review in process” category. The item will be searched for availability from the appropriate vendors. If the item is available, a record will be printed from the vendor, indicating necessary purchase information. A book order card will be filled out with all pertinent information including: Status as a BOD item, Title, Author, Date, ISBN, Date (of request), Patron Name, and ILL number. The vendor sheet and book card will be given to Acquisitions for ordering. When item arrives, it should be processed in a timely manner and made available to the ILL department. Due to their specialized and usually singular nature, dissertation acquisition will be decided by a different set of criteria. However if a dissertation is purchased, it will be designated as a BOD