

“Just in Time, Not Just in Case”: WNYLRC Purchase-on-demand Pilot Program Terms of Use Agreement for Participating WNYLRC Member Libraries/Library Systems

The (library name) _____ has agreed to voluntarily participate in the WNYLRC Purchase-on-demand Pilot Program from October 1, 2009 to project completion (date dependent on availability of funding). The participating library also understands that WNYLRC will be providing \$20,000 in funding to be shared among all participating libraries to purchase materials. These materials will then be available to the entire region to borrow. Once the initial funding has been depleted, WNYLRC will not provide any additional dollars to the pilot project.

In addition, the participating library agrees to the following program criteria:

- 1) The pilot program does not support the purchase of textbooks, electronic resources, or journals.
- 2) The purchase of foreign language materials is at the discretion of the purchasing library.
- 3) Any item purchased must be made available for loan to other WNYLRC members.
- 4) There is a \$50 limit per item before delivery charges and a cap on the line of credit with the vendor will be imposed.
- 5) Each library is limited to no more than five items per week to allow for equal participation.
- 6) Participants will primarily use standard shipping
- 7) Purchases are made through Amazon.com using WNYLRC's Corporate account
- 8) Participating pilot libraries must be willing to search for an item within the region and determine its availability.
- 9) Books purchased through the program become the property of the ordering library, but must be made available for future lending through interlibrary loan and through direct lending to InfoPass holders if purchasing library currently participates in the InfoPass program.
- 10) Books purchased through the program are delivered by Amazon either directly to the requesting library or directly to the patron depending upon a library's policies, procedures, and preferences.
- 11) Participating libraries must send a report to WNYLRC monthly on the number or titles of items purchased. It is recommended that an item purchased through WNYLRC's Purchase-on-demand program have a flag or identifier in the Marc record to assist in running reports both from the acquisitions side of the catalog as well as the circulation side of the catalog.
- 12) Purchasing library will accept fiscal responsibility for inadvertent or inappropriate purchases that may be made.
- 13) As the account administrator WNYLRC reserves the right to cancel any order that it deems inappropriate.

As Member library/Library system representative, I agree to the criteria and limitations as defined above.

Signature of Member Library/System Representative

Representative Name (Please Print)

Date

WNYLRC Executive Director

Name (Please Print)

Date