

# Buy or Borrow: Purchasing Guidelines (LTS/ILS Procedure #122)

**Scope:** *Some items requested by patrons through interlibrary loan are purchased through Amazon instead of obtaining through interlibrary loan or Borrow Direct. Interlibrary Services staff use the following criteria to determine such purchases.*

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**Unit:** Interlibrary Services

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## A. Criteria

1. Not already owned by Cornell, on order in the OPAC, or shipped in Oasis.
2. Single volume monographs suitable for the library collection.
3. DVDs suitable for the library collection.
4. No: conferences, dissertations, working papers, tech reports, textbooks, solutions manuals, lab manuals, workbooks, self-help, audiobooks, VHS.
5. English language titles only.
6. Publication date within the last 5 years.
7. Paperback preferred.
8. Cost on Amazon is under \$150.00
9. Preferred ship date within 7 days or less.

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## B. Workflow

1. When a decision is made to purchase the book, ILS staff will send an email to [ltsorders@cornell.edu](mailto:ltsorders@cornell.edu) to proceed with the purchase through Amazon, using Amazon's standard shipping rate (following [LTS Procedure #121](#)). The book will be paid for with an LTS Pay by Invoice account.
2. In ILLiad, the word "amazon" should be typed into the lending string, and a final library location assigned.
3. When the book arrives, receive and process for the patron following normal procedures.
4. Give packing slip or copy of FOLIO purchase order line to Receiving Unit Supervisor for payment purposes.