

Zip Book Request

Patron Name (last, first) _____

Date: _____

Phone: () _____ Email _____

Mailing Address:

Title:

Author:

Fiction: _____ Non-Fiction: _____ Copyright Date: _____

Format: Print _____ Audio _____ Large print _____

Staff initials: _____

----- Staff Only - Fill in below as applicable -----

Price: _____

Date ordered: _____ Staff initials: _____

Item return date/staff initials: _____ Notes: _____

The Zip Books Program is supported in whole or in part by funding provided by the State of California, administered by the California State Library.

Note for Patrons Regarding Zip Book Orders:

- You must have a library card, and your account must be in good standing.
- Please check the catalog to make sure the book isn't already in the system. You can always ask the front desk for help putting an item on hold. You cannot order an item that is in our collection or that has already been ordered.
- Eligible items are print books, large type books, or audiobooks.
- The Library reserves the right to decline requests that do not meet our collection guidelines.
- Textbooks, workbooks, study guides, and self-published or independently published books are subject to review and may be denied.
- Non-fiction older than 2014 may be declined.
- You may order up to 4 books a month, but a new Zip book may not be ordered until the old one is returned in good condition to the branch you ordered it from. (If the item is placed in the book drop, please include the Amazon packing slip or add a note stating that it is a Zip book. Otherwise, we may assume it is a donation and it will not be marked as returned.)
- Households will be limited to 8 books a month to ensure that all our patrons have a chance to enjoy the program.
- Requests for more than 6 books in a series or by the same author may be declined.
- Items must be returned in good condition. New editions returned with heavy damage will be charged damage fees and/or for a book replacement.
- Items should be returned to the branch you ordered it from within two months of receiving the item.
- Items cannot be ordered before their release date.

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