



Zip Books Request Form

Patron Information

Full Name: _____ Date: _____
Last First M.I.

Physical Address: _____
No P.O. Boxes Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Library Card Number: _____ Format Type: Book Large Print Book Audiobook

Author: _____

Title of Book: _____

I am responsible for returning the Zip Book to Imperial Public Library by the due date assigned. I am aware that Zip Book loans are subject to overdue fines or lost or damaged fees. By submitting this request, I agree to share my contact information, including my name and mailing address. I acknowledge that all information contained is correct to the best of my knowledge, and that I have read and understood all the Zip Book requirements.

Signature _____

For Staff Only

Book Genre:

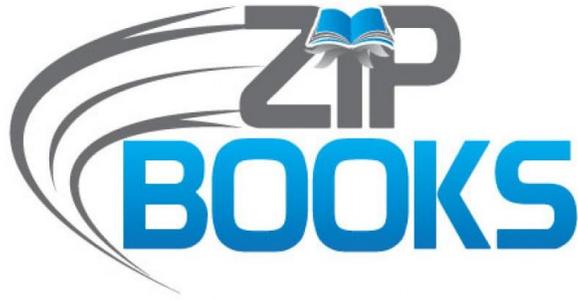
- | | | |
|--|---|---|
| <input type="checkbox"/> Adult Non-Fiction | <input type="checkbox"/> Adult Fiction | <input type="checkbox"/> YA Non-Fiction |
| <input type="checkbox"/> YA Fiction | <input type="checkbox"/> Children's Non-Fiction | <input type="checkbox"/> Children's Fiction |
| <input type="checkbox"/> Foreign Non-Fiction | <input type="checkbox"/> Foreign Fiction | <input type="checkbox"/> Other |

Returned Item Was:

- | | |
|---|----------------------|
| <input type="checkbox"/> Added to Library Collection | Cost (\$USD): _____ |
| <input type="checkbox"/> Donated to Participating Library | Date Ordered: _____ |
| <input type="checkbox"/> Other | Date Received: _____ |

Comments:

Staff Initials: _____



Your Library, Delivered!

What is it? Zip books is a way for library patrons to request books that the Library doesn't own. The item is shipped directly to you using Amazon Prime.

Requirements:

Patron must have a City of Imperial Public Library card.

Item must not be available in the City of Imperial Public Library Catalog.

Patron can request 1 item at a time and keep it for up to six weeks. If you want a new title, you must return your current title.

Patrons may receive a total of 5 items in a month.

Item may be a book, a Large Print Book, or a Book on CD.

The cost of the item should be under \$75 for Audiobooks and international language materials and under \$50 for books and large print.

The Item must be available through Amazon Prime.

Patron must be in good standing with the Library.

Adult Best Sellers can only be requested in alternative formats only (large print and audiobook).

How to use it:

Step 1: Fill out the Zip Books Request Form below.

Step 2: Library staff will email or call to let you know what day to expect the book to arrive from Amazon or let you know if it not available. Please contact us if you don't receive your book on the day estimated.

Step 3: Keep the item for up to six weeks. Return item to a staff member at the City of Imperial Public Library during open hours. Please inform staff that you are returning a Zip Book. The item must be returned in order to request an additional item. If the item is returned through the book drop, it will not be taken off your account.

Step 4: Repeat for a total of 5 times per month

Zip Books is a statewide project of the California State Library and NorthNet. The Project is funded by the California Library Services Act.