Zip Books Purchasing Policies

This is an overview of the Zip Books purchasing policies as set by NorthNet Library System and the California State Library. With approval from the Zip Books Project Coordinator, libraries can adapt policies to fit their specific needs.

1. Libraries should monitor the number of Zip Books requested by a patron at any one time, and may determine the maximum number, with a maximum allowable of 5 items per customer per month. Libraries can choose to allow patrons their maximum allowable items all at once, or limit it to one item at a time, depending on their own borrowing policies.

2. There is a two-tier expenditure cap of $75 pre-tax for audiobooks and foreign-language items, and $50 pre-tax for all other allowable items. Higher per-item expenditures must be approved by NorthNet. Should you run into a situation where you need to spend more than the set expenditure caps, send the Project Coordinator an email (nuesca@northnetlibs.org) detailing what you want to purchase and why.

3. Customers must be registered borrowers in good standing. This is generally defined as having a current library card with no more than $5 in accumulated fines. However, libraries may choose to establish their own definition or restrictions, such as requiring the patron to be a resident of their jurisdiction. Borrowers may request Zip Books on the same day their library cards are issued.

4. Orders are restricted to books available in a tangible format through Amazon. Format is defined as regular print, large print or audiobook. Please distinguish between format and binding type (hardback vs. paperback). There are no restrictions as to genre (current fiction is okay, but best sellers are not eligible unless purchasing in alternate formats such as large print or audiobook). Exercise judgment when ordering items such as textbooks and study guides; make sure that these types of materials are appropriate for your collection when you order them.

5. Limit Zip Books purchases to items not already owned by your library jurisdiction. Using Zip Books to purchase alternative formats of a title owned by your library (such as large print or audiobook) is acceptable. Also using Zip Books to purchase items that patrons would have access to through a shared catalog, but are not owned by your individual library, is also acceptable.

6. Orders must be limited to customer requests that would formerly have been handled through interlibrary loan (includes current fiction/non-fiction if not part of a library's collection development focus or outside the scope of a library's ability to purchase with their own funds).

7. You may continue to use traditional interlibrary loan at your discretion.

8. When placing orders, you should take advantage of the Amazon Prime free two-day shipping option whenever possible. If the free two-day shipping option is not available, select standard shipping. You should not use expedited shipping. Libraries may also choose to order non-Prime and/or Used items according to their discretion. Note that items purchased from other Amazon sellers will not have an option to include a gift slip/message.

9. Items should be shipped directly to the customer from Amazon (not to the library first). If it is in the best interest of the patron an exception may be made, and items can be shipped to the library, a PO Box, or Amazon Locker (i.e.….unsafe for deliveries to be made, patron request for personal reasons).

10. Library staff members that are also patrons may be allowed to request Zip Books for personal use only and should be limited to no more that 1 or 2 items per month. This should be monitored onsite by the Zip Books coordinator. This will help to ensure that grant funds are used as intended.

11. Invoices for all Zip Books orders should be sent to ZipBooksInvoice@northnetlibs.org within 3 days of receipt. If an invoice is not received in time and late fees are incurred, the fees will be deducted from your allocation.

If you have any questions, please contact the Zip Books Project Coordinator (nuesca@northnetlibs.org).