Zip Books Launch Checklist

This checklist is intended to help new participating libraries determine if they have all the necessary components in place to launch their Zip Books program. They are listed in approximate order of completion. Further clarification of these components is provided in our "Getting Started with Zip Books" document. This and other supporting documents can be found on NorthNet Library System's Zip Books webpage: https://northnetlibs.org/zip-books/. Should you have any questions, please contact Mercy Nuesca, the Zip Books Project Coordinator, at nuesca@northnetlibs.org.

- **Certification of Funding Letter received**
  - Your allocation amount should be shared with your Zip Books team to ensure that your program remains on track and under budget.
- **Letter of Commitment signed and returned**
- **Local contacts added to Zip Books Listserv/email list**
  - A local Zip Books coordinator should be selected to oversee the program and serve as point person for your library. Any other library staff involved in the program can also have their name and contact info added to our listserv and email list.
- **Zip Books dedicated Amazon Account created**
- **Amazon Corporate Credit Line established or NLS credit card issued**
- **Subscribe to annual Amazon Prime Membership**
  - Your Amazon login information and Prime expiration date should be shared with the Zip Books Project Coordinator via email.
- **Zip Books Marketing Materials received, and promotion strategies developed**
- **Develop internal documents and processes**
  - Establish local policies, such as loan periods and maximum # of requests allowed at once, that comply with set program policies and procedures
  - Staff instructions on how to process requests, order items, track requests, etc.
  - Patron request forms (paper, online, or both)
  - Draft gift message or email notices notifying patrons their request has been processed and how to return the item once done
  - Information sheet or library webpage describing the program
  - Tracking tool using Excel, Access, or other program for internal records and statistics reporting
- **Conduct "soft launch" or trial run with library staff requests**