

Zip Books Membership Levels

This is an overview of the different membership levels for participation in the Zip Books program. It may be possible for participating libraries to move between membership levels depending on the availability of local funding resources.

Full Members:

- Zip Books programs are funded and operate with an annual allocation by State Zip Books grant funds and no local funds are contributed.
- Zip Books programs must stay within their allotted budget or may request supplemental funding should they fully expend their allocation before the end of the fiscal year.
- They operate under **ALL** of the Zip Books parameters as established by the California State Library and the NorthNet Library System (the fiscal administrator of the grant).
- Libraries are required to establish a Zip Books dedicated Amazon account and Corporate Credit Line.
- Monthly Amazon invoices are submitted to the Zip Books Fiscal Department for review and payment. In addition, libraries may be asked to submit an Amazon Order History report or Order Details for auditing purposes.
- Libraries are required to track and report monthly statistics for reporting to the California State Library.
- Full members will have access to the pool of Zip Books discards not added to library collections.
- Full members will have access to Zip Books branding and program resources, including marketing materials (both printed and digital).
- Full members will be included in the Zip Books Google map, available through the Zip Books website.

Hybrid Members:

- Zip Books programs are funded in part and operate in combination with an annual allocation by State Zip Books grant funds and some local funds.
- When using grant funds, hybrid members must abide by **ALL** of the Zip Books parameters as established by the California State Library and the NorthNet Library System (the fiscal administrator of the grant).
- When using local funds, hybrid members may choose to expand Zip Books parameters to include formats not normally allowed, such as DVDs and music CDs. However, libraries must distinguish on their website and marketing materials the funding source for those items offered beyond the parameters. Artwork is available for customization of marketing materials.
- Hybrid members are required to establish separate Amazon accounts, one designated for Zip Books purchased with grant funds and another designated for Zip Books purchased with local library funds. This is to prevent the comingling of funds and to ensure easier tracking and reporting.



- Hybrid members will submit to the Zip Books Fiscal Department for review and payment any monthly Amazon invoices for items purchased with grant funds. As outlined in the Full Members section, libraries may be asked to submit an Amazon Order History report or Order Details for auditing purposes. Hybrid members will not need to submit invoices for items purchased with local library funds.
- Libraries are required to track and report monthly statistics for reporting to the California State Library and must distinguish between items purchased with grant funds and local funds. Hybrid members utilizing grant funds are asked to report their monthly Zip Books expenditures in order to track in-kind contributions.
- Hybrid members will have access to the pool of Zip Books discards not added to library collections. Items purchased with grant funds and not added to your collection must be offered to other participating Zip Books libraries, and you may also choose to offer up items purchased with local funds.
- Hybrid members will have access to Zip Books branding and program resources, including marketing materials (both printed and digital).
- Hybrid members will be included in the Zip Books Google map, available through the Zip Books website.

Associate Members:

- Zip Books programs are funded and operate in whole using local library funds.
- Associate members should be familiar with Zip Books parameters but may choose to operate beyond those parameters based on local decision and community needs. Associate members may choose to include other formats, such as DVDs, music CDs, and e-books. Artwork is available for customization of marketing materials.
- Associate members must distinguish on their website and marketing materials the funding source for all “Zip Books” items.
- Associate members are recommended to establish a Zip Books dedicated Amazon account and Corporate Credit Line for easier tracking and reporting.
- Associate members do not need to submit any monthly invoices for review but are required to report their monthly Zip Books statistics and expenditures in order to track in-kind contributions.
- Associate members will have access to the pool of Zip Books discards not added to library collections. You may also choose to offer up items purchased with local funds to other participating Zip Books libraries.
- Associate members will have access to Zip Books branding and program resources, including printed marketing materials (both printed and digital).
- Associate members will be included in the Zip Books Google map, available through the Zip Books website.

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

