

**Zip Book Request**

Customer 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: \_\_\_\_\_

**Zip Books is a statewide project of the NorthNet Library System, funded by the California Library Services Act.**

## **Note for Patrons Regarding Zip Book Orders:**

- You must have a library card and your account must be in good standing.
- You may order regular print, as well as large type and audiobooks.
- Apologies, but no current Adult Fiction regular print bestsellers; please fill out the yellow book request slip and (if bought) you will be placed on the holds list for the item.
- You can now order Adult Non-Fiction Bestsellers, as well as YA and Children Fiction & Non-Fiction Bestsellers!
- You may order four books a month, but a new Zip book may not be ordered until the old one is returned in good condition and to the branch you ordered it from. (If item is placed in the book drop, please include the Amazon packing slip or add a note stating that it is a Zip book.)
- Items must be returned in good condition, and new editions returned with heavy damage will be charged damage fees and/or for a book replacement.
- Items are expected to be returned to the branch you ordered it from within three months of receiving the item.
- We will not do pre-orders. You cannot request a zip book before its release date, and Adult Fiction must wait until at least two weeks after its release date.
- 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.

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