



**Zip Book Request**

Patron 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: \_\_\_\_\_

*The Zip Books Program is supported in whole or in part by funding provided by the State of California, administered by the California State Library.*



## Note for Patrons Regarding Zip Book Orders:

- You must have a library card and your account must be in good standing.
- 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. You cannot order an item that is in our Collection or that has already been ordered.
- You may order regular print, large type, or audiobooks.
- You are allowed to order bestsellers of any type. Textbooks and Study Guides are subject to overview and may be denied.
- 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. Otherwise we may assume it is a donation and it will not be marked as returned.)
- 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 two months of receiving the item.
- We will not do pre-orders. You cannot request a zip book before its release date.

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