

## Zip Books Purchasing Policies

Version 2, March 2014

- 1) Limit Zip Books to 5 per customer per month.
- 2) There is an expenditure cap of \$35 per item before tax. Higher per-item expenditures must be approved by Califa. Should you run into a situation where you need to spend more than \$35 for an item, send Paula an e-mail ([pmackinnon@califa.org](mailto:pmackinnon@califa.org)) detailing what you want to purchase and why.
- 3) Customers must be registered borrowers in good standing. This is defined as having a current library card with no more than \$5 in accumulated fines. 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 (best sellers are ok). Exercise judgment when ordering items such as textbooks; make sure that these types of materials are appropriate for your collection when you order them.
- 5) Limit Zip Books purchases to books not already owned by your library. Using Zip Books to purchase alternative formats of a title owned by your library (such as large print or audiobook) is fine.
- 6) Orders must be limited to customer requests that would formerly have been handled through interlibrary loan.
- 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.
- 9) Items must be shipped directly to the customer from Amazon (not to the library first).