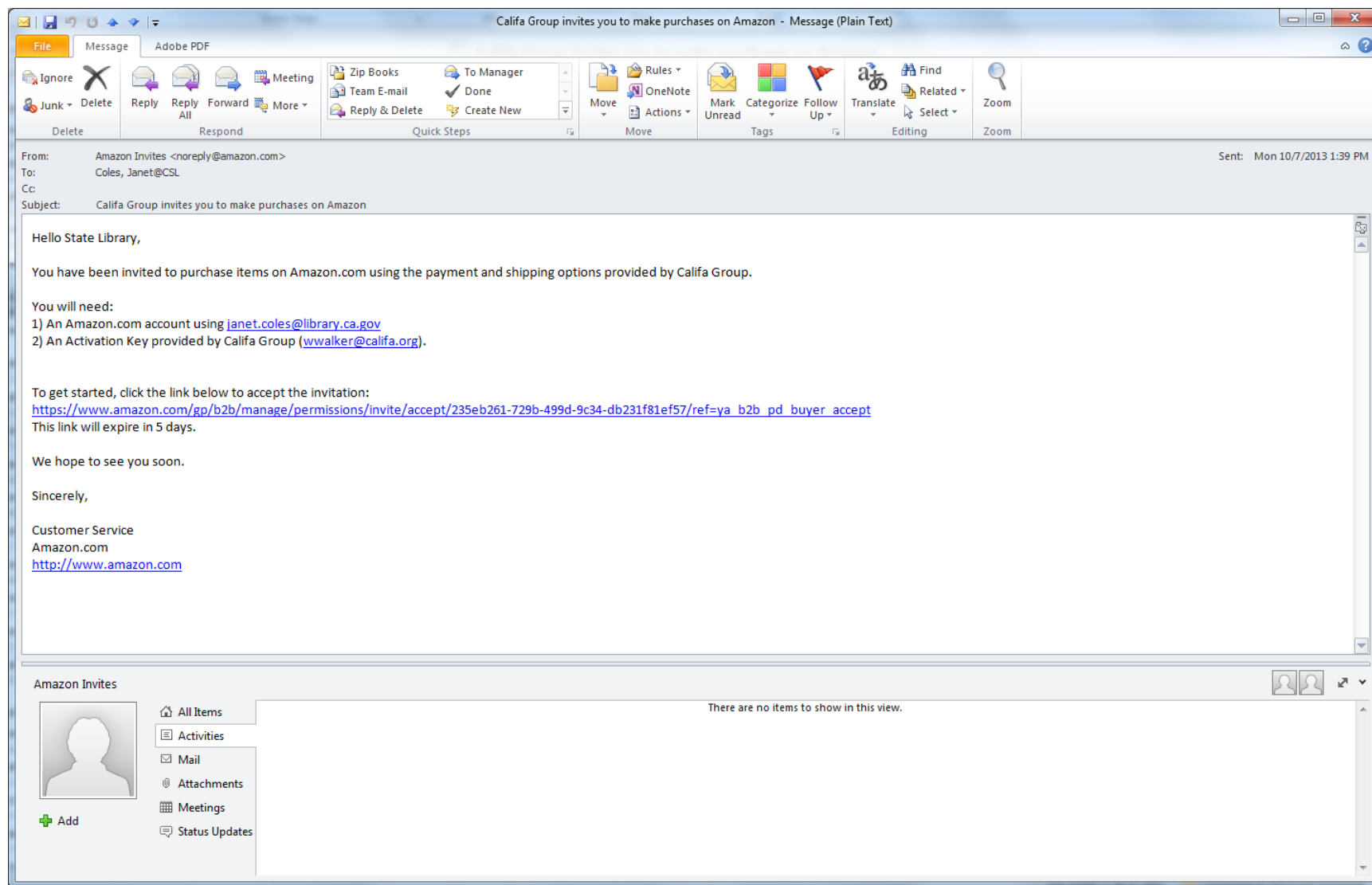
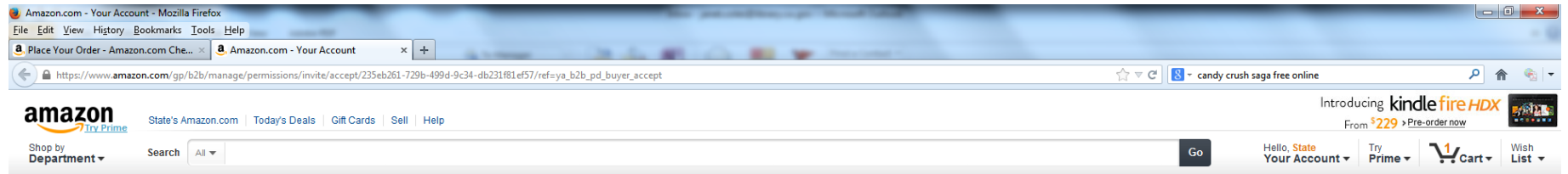


Zip Books Amazon Set Up/Ordering Procedures

- 1) To begin, create an Amazon account for your library to use just for Zip Books orders, and send the account information to Paula MacKinnon at Califa (pmackinnon@califa.org). We will link your account to the Califa Prime Corporate account, and provide you with an activation key. You'll receive an e-mail from Amazon that looks like this:



Click on the link provided in the e-mail; you'll then get a screen that looks like this:



[Your Account](#) > [Use Purchase Delegation](#)

Congratulations

Your Califa Group permissions have been activated.

[Continue Shopping](#) on the Amazon.com home page.

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- [Amazon.com Store Card](#)
- [Shop with Points](#)
- [Credit Card Marketplace](#)
- [Amazon Currency Converter](#)

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- [Shipping Rates & Policies](#)
- [Amazon Prime](#)
- [Returns Are Easy](#)
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6pm
Score deals on fashion brands

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Soap.com
Health, Beauty & Home Essentials

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BeautyBar.com
Prestige Beauty Delivered

Fabric
Sewing, Quilting & Knitting

Vine.com
Everything to Live Life Green

AfterSchool.com
Kids Sports, Outdoor & Dance Gear

Book Depository
Books With Free Delivery Worldwide

IMDb
Movies, TV & Celebrities

Wag.com
Everything For Your Pet

AmazonFresh
Groceries & More Right To Your Door

Bookworm.com
Books For Children Of All Ages

Junglee.com
Shop Online in India

Warehouse Deals
Open-Box Discounts

Amazon Local
Great Local Deals in Your City

Casa.com
Kitchen, Storage & Everything Home

Kindle Direct Publishing
Indie Digital Publishing Made Easy

Woot!
Discounts and Shenanigans

AmazonSupply
Business, Industrial & Scientific Supplies

CreateSpace
Indie Print Publishing Made Easy

Look.com
Kids Clothing & Shoes

Yoyo.com
A Happy Place To Shop For Toys

AmazonWebServices
Scalable Cloud Services

Diapers.com
Everything But The Baby

MYHABIT
Private Fashion Designer Sales

Zappos
Shoes & Clothing

Askville
Community Answers

DPReview
Digital Photography

Shopbop
Designer Fashion Brands

2) **If you are ordering just for one customer:** search for and select the book(s) you need to order. When you find it/them, choose the “Yes, I want FREE Two-Day Shipping with Amazon Prime option” and add the book(s) to your cart (see #14 below for ordering for multiple customers).

Doctor Sleep: A Novel: Stephen King: 9781476727653: Amazon.com: Books - Mozilla Firefox

www.amazon.com/Doctor-Sleep-Novel-Stephen-King/dp/1476727651/ref=sr_1_2?s=books&ie=UTF8&qid=1381180369&sr=1-2

amazon State's Amazon.com Today's Deals Gift Cards Sell Help

Shop by Department Search Books Go

Books Advanced Search New Releases Best Sellers The New York Times® Best Sellers Children's Books Textbooks Sell Your Books Best Books of the Month

Doctor Sleep: A Novel and over one million other books are available for Amazon Kindle. Learn more

Doctor Sleep: A Novel Hardcover
by Stephen King (Author)
★★★★★ 532 customer reviews

See all 8 formats and editions

Kindle \$10.99	Hardcover \$17.55 13 Used from \$15.65 68 New from \$13.47 8 Collectible from \$31.99	MP3 CD \$19.98 9 Used from \$16.95 24 New from \$15.94	Audible \$29.95 or Free or Free with Audible 30-day free trial
-------------------	---	---	---

Stephen King returns to the character and territory of one of his most popular novels ever, *The Shining*, in this instantly riveting novel about the now middle-aged Dan Torrance and the very special twelve-year-old girl he must save from a tribe of murderous paranormals.

On highways across America, a tribe of people called the True Knot travel in search of sustenance.

Flip to back Listen

Buy New **\$17.55**
Qty: 1 List Price: \$30.00
Save: \$12.45 (42%)
FREE Shipping on orders over \$25.
In Stock.
Ships from and sold by Amazon.com.
Gift-wrap available.

Yes, I want FREE Two-Day Shipping with Amazon Prime

Add to Cart

Sign in to turn on 1-click ordering

Want it tomorrow, Oct. 8? Order within **1 hr 46 mins** and choose **One-Day Shipping** at checkout. Details

Add to Wish List

Trade in your item Get a **\$5.75** Gift Card. Learn More

Have one to sell? Sell on Amazon

Page 1 of 13

Share

Best Value

Buy **Doctor Sleep: A Novel** and get **Under the Dome: A Novel** at an **additional 5% off** Amazon.com's everyday low price.

Buy together today: **\$28.94**

Add both to Cart

Show availability and shipping details

Customers Who Bought This Item Also Bought

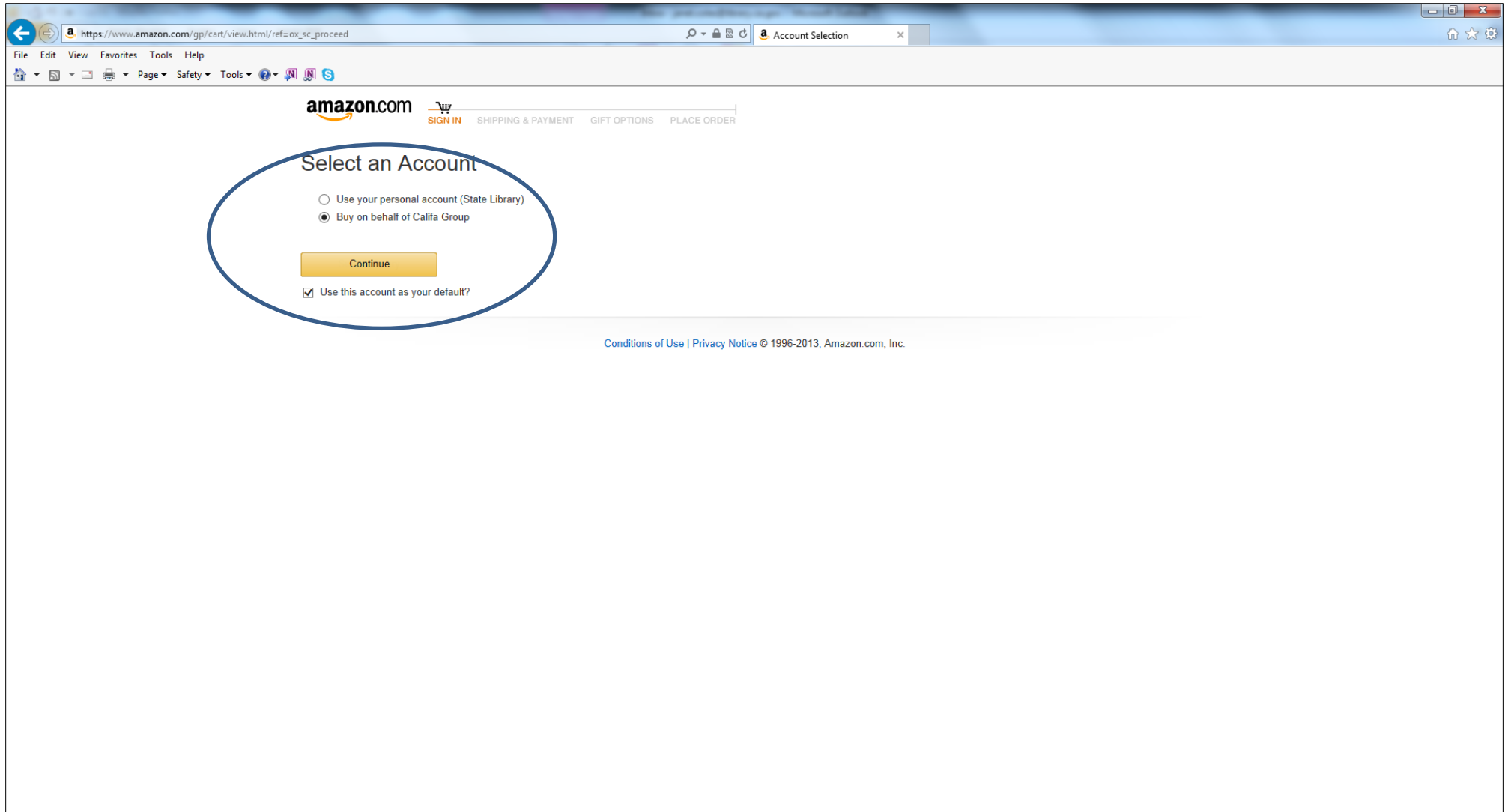
The Shining Inland (Hard Case Crime) Stephen King's Roadwork The Shining The Shining Under the Dome: A Novel NOS4A2: A Novel

3) Once your item (or items) has been selected, click on "Proceed to checkout."

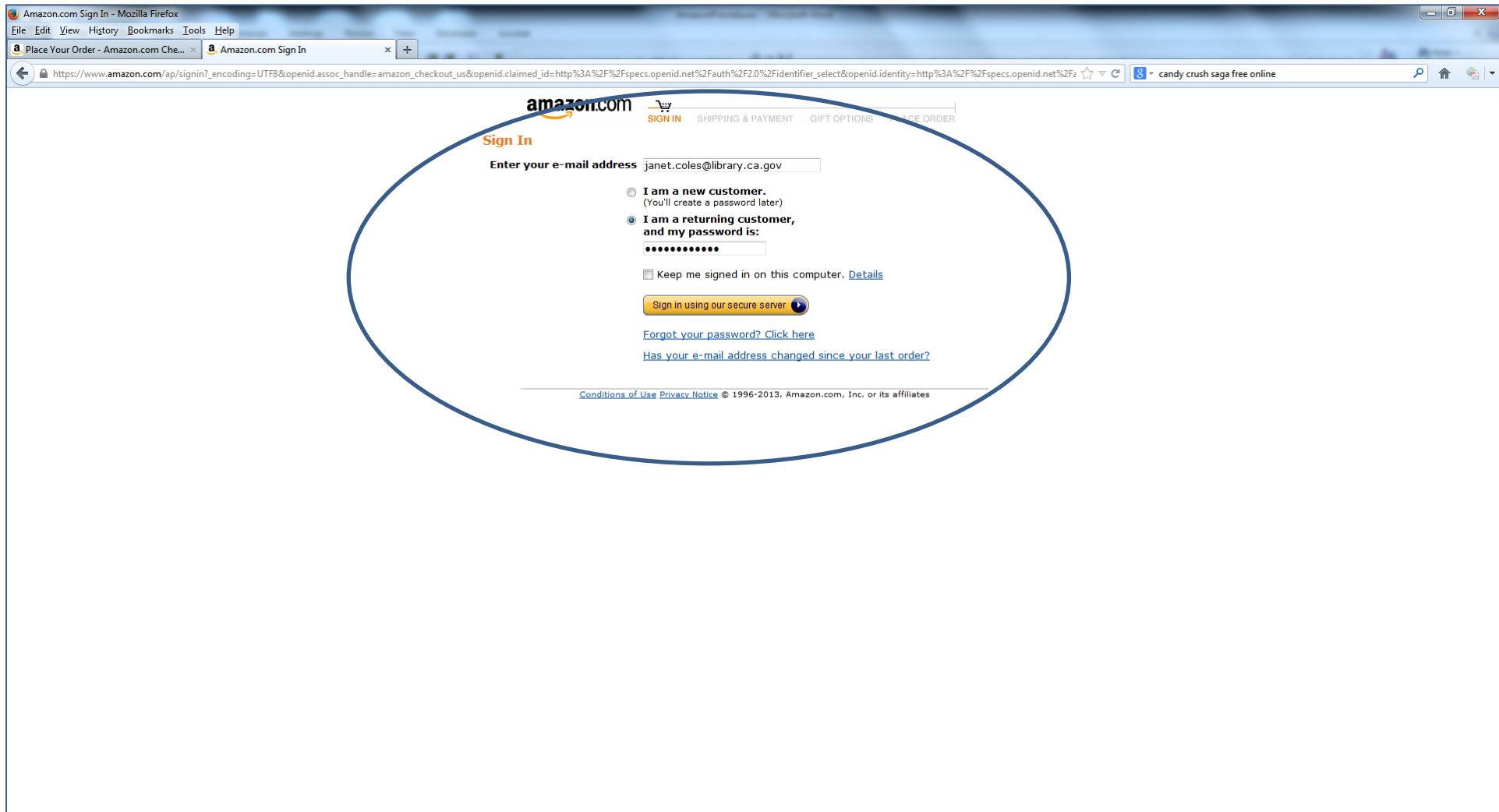
The screenshot shows the Amazon.com Shopping Cart page. At the top, the Amazon logo and navigation links are visible. The cart contains one item: "Doctor Sleep: A Novel" by Stephen King, priced at \$17.55. A blue circle highlights the "Proceed to checkout" button. Below the cart, there is a promotional offer for a \$10 Instant Gift Card, which can be applied to the current subtotal of \$17.55, resulting in a cost after savings of \$7.55. The page also features sections for "Frequently Bought With Doctor Sleep: A Novel" and "Customers Who Bought Doctor Sleep: A Novel Also Bought", each displaying several book covers with their respective titles and prices.

Amazon.com Shopping Cart - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Place Your Order - Amazon.com Che... Amazon.com Shopping Cart
www.amazon.com/gp/product/handle-buy-box/ref=dp_start-bbf_1_glance
Introducing **kindle fire HDX**
From \$229 Pre-order now
Shop by Department: Books
Search: Books Go
Hello, State Your Account Try Prime 1 Cart Wish List
Books Advanced Search New Releases Best Sellers The New York Times® Best Sellers Children's Books Textbooks Sell Your Books Best Books of the Month
1 item added to Cart
Doctor Sleep: A Novel by Stephen King \$17.55
This will be a gift
Order subtotal: \$17.55
1 item in your cart
Edit your Cart Proceed to checkout
Add \$7.45 of eligible items to your order to qualify for FREE Super Saver Shipping. (Some restrictions apply)
State, open the Amazon.com Store Card and Get \$10 Off Instantly
Your current subtotal: \$ 17.55
Gift Card savings: - \$ 10.00
Your cost after savings: \$ 7.55
Apply now
Frequently Bought With Doctor Sleep: A Novel
LOOK INSIDE! The Shining by Stephen King Mass Market Paperback 4.5 (1,069) \$7.99 \$4.79 64 New & 25 Used from \$3.75 Add to Cart
LOOK INSIDE! Joyland (Hard Case Crime) by Stephen King Paperback 4.5 (1,078) \$42.95 \$7.32 119 New & 70 Used from \$4.87 Add to Cart
LOOK INSIDE! Under the Dome: A Novel by Stephen King Paperback 4.5 (3,500) \$49.99 \$11.99 39 New & 19 Used from \$9.99 Add to Cart
LOOK INSIDE! Killing Jesus by Bill O'Reilly Hardcover 4.5 (256) \$38.00 \$16.80 67 New & 18 Used from \$12.90 Add to Cart
Customers Who Bought Doctor Sleep: A Novel Also Bought
Stephen King's N. Roadwork The Shining The Shining

- 4) You'll then get a "Select an Account" screen. Be certain the "Buy on behalf of Califa Group" option is checked (and select "Use this account as your default" if this is your first time).



5) You'll be asked to sign in to your account. Be certain you are signing in to the account that is linked to the Califa prime account.



Help placing an order on Amazon.com - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF

Cut Copy Paste Format Painter Clipboard

Times New F 12 A A

Address Book Check Names Attach File Attach Item Signature

Follow Up High Importance Low Importance Tags

Zoom

To... wwalker@califa.org

Cc...

Subject: Help placing an order on Amazon.com

I am placing an order on Amazon.com that I need to ship to a new address. Please add this address to your account:

Alan Singh
32 W 25th Ave Ste 201
San Mateo, CA 94403-2265
Phone: 650-356-2131

Thanks,

Janet Coles
California State Library

Wayne Walker

All Items Activities Mail Attachments Meetings Status Updates

There are no items to show in this view.

- 7) We will notify you via e-mail once the address has been entered. Once you've been notified, return to Amazon, select the address from the address book and proceed:

The screenshot shows the Amazon website's shipping address selection interface. At the top, the Amazon logo is followed by navigation links: SIGN IN, SHIPPING & PAYMENT, GIFT OPTIONS, and PLACE ORDER. Below this, a message asks if the user wants to use the displayed address, with a link to email the payer. Five address cards are shown, each with a 'Ship to this address' button. The first card, for ALAN SINGH, has its button circled in blue. The second card is for Todd Peterson, the third for Lynda Laolagi, the fourth for Lynne Brumit, and the fifth for Stephanie Ward. At the bottom, there is a promotional code field and a footer with 'Conditions of Use | Privacy Notice © 1996-2013, Amazon.com, Inc.'

amazon.com

SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button. Or you can [e-mail the Payer for this account](#).

ALAN SINGH
32 W 25TH AVE STE 201
SAN MATEO, CA 94403-2265
United States
Phone: 650-356-2125

Todd Peterson
P.O. Box 232
Amador City, CA 95601
United States
Phone: 650-356-2125

Lynda Laolagi
10201 ARGONAUT DR
JACKSON, CA 95642-9557
United States
Phone: 650-356-2125

Lynne Brumit
13994 MARC DR
PINE GROVE, CA 95665-9453
United States
Phone: 650-356-2125

Stephanie Ward
16500 IRISH HILL RD
IONE, CA 95640-9569
United States
Phone: 650-356-2125

Ship to this address

Ship to this address

Ship to this address

Ship to this address

Ship to this address

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

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https://www.amazon.com/gp/buy/addressselect/handlers/continue.html/ref=ox_shippingaddress_ship_to_this_1?ie=UTF8&action=select-shipping&addressID=k9k9spuip&enableDeliveryPreferences=1&fromAnywhere=0&numberOfDistinctItems=2&purchasId=106-2958051-2701817&requestToken=&hasWorkingJavascript=1

- 8) Next, you'll get a "choose your shipping options screen". Select "FREE Two Day Shipping" if option is available, otherwise select "Free Standard Shipping."
(Note: sometimes Amazon skips this step. Don't worry, you'll have a chance later on to change your shipping choices if needed).

Select Shipping Options - Amazon.com Checkout - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Select Shipping Options - Amazon.com ...

https://www.amazon.com/gp/buy/shipoptionselect/handlers/display.html?hasWorkingJavascript=1

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Continue

Choose your shipping options

Shipment 1 of 1

Shipping from Amazon.com (Learn more)

Shipping to: Wayne Walker, 1747 28TH AVE., SAN FRANCISCO, CA, 94122-4218 United States

• Doctor Sleep: A Novel - Stephen King
\$17.55 - Quantity: 1
Hardcover - New
Sold by: Amazon.com LLC

Change quantities or delete

Choose your Prime shipping speed:

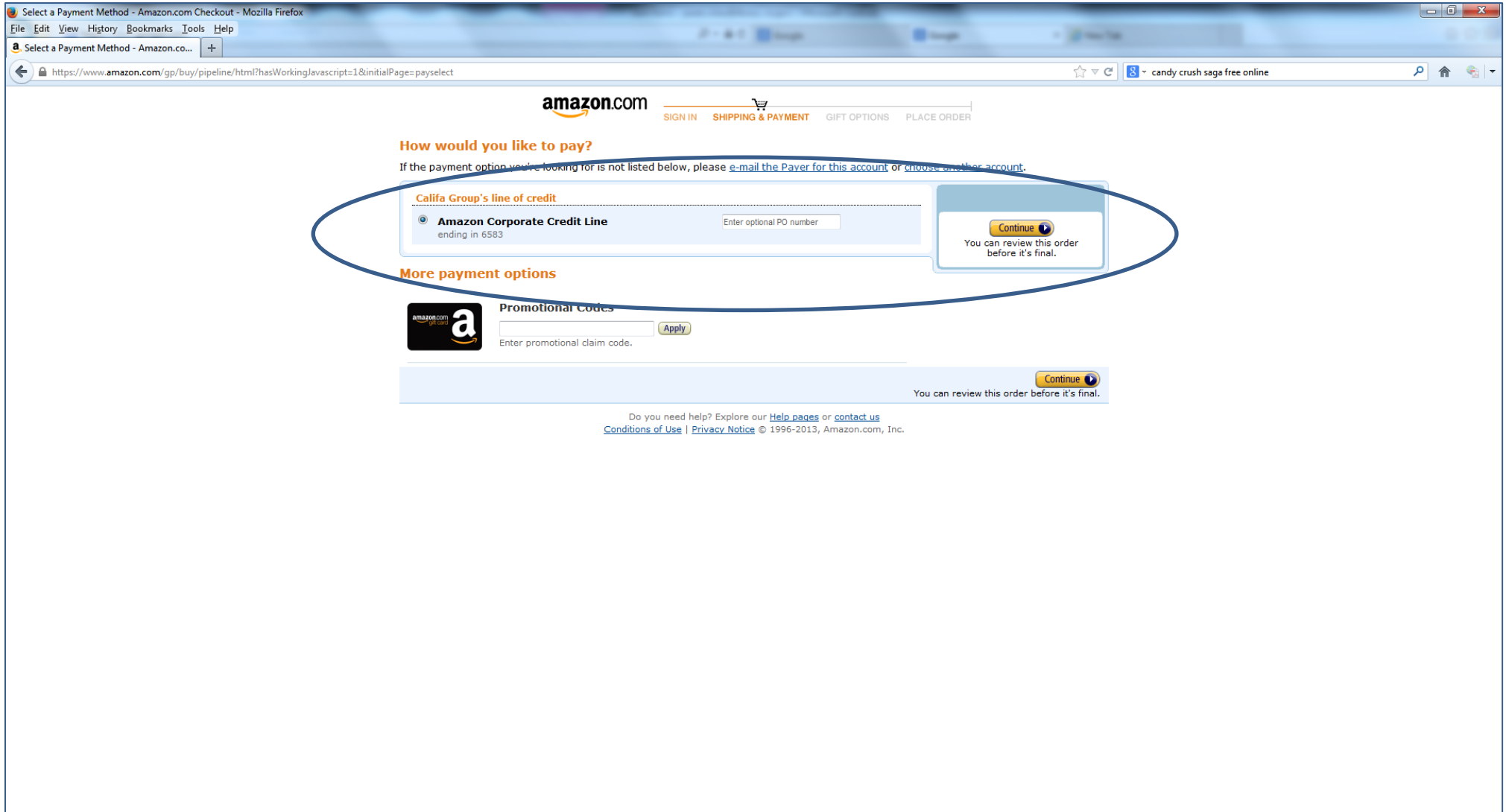
- FREE Standard Shipping --get it Thursday, Oct. 10
- FREE Two-Day Shipping --get it Wednesday, Oct. 9
- \$3.99 One-Day Shipping --get it tomorrow, Oct. 8

Continue

Do you have a promotional code? We'll ask you to enter your claim code when it's time to pay.

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- 9) Now select “Amazon Corporate Credit Line” in the “How would you like to pay?” screen and click on “Continue”. (Note: again, Amazon may skip this step, depending on the defaults you selected, etc. Again, you’ll be able to change this later if needed).



10) In the “Review your order”, screen, click on “Select gift options.” This is where you will enter messages to your customers about their Zip Book request sand give them explicit instructions on how and where to return the items when they’re finished.

Place Your Order - Amazon.com Checkout - Mozilla Firefox
File Edit View History Bookmarks Tools Help
a Place Your Order - Amazon.com Che... x a Place Your Order - Amazon.com Che... +
https://www.amazon.com/gp/buy/spc/handlers/display.html?hasWorkingJavascript=1
candy crush saga free online

amazon.com SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

Review your order

By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#).

Payer account
Califa Group
[Change](#)

Payment method
Amazon Corporate Credit Line ending in 6583
[Change](#)

Promotional Codes:
Enter Code [Apply](#)

Shipping address
ALAN SINGH
32 W 25TH AVE STE 201
SAN MATEO, CA 94403-2265
United States
Phone: 650-356-2131 [Change](#)

Order Summary

Items (2):	\$32.79
Shipping & handling:	\$0.00
Total before tax:	\$32.79
Estimated tax to be collected:	\$3.03
Order total:	\$35.82

[How are shipping costs calculated?](#)

[Place your order](#)

Guaranteed delivery: Oct. 9, 2013 If you order in the next 3 hours and 25 minutes ([Details](#))

The Longest Ride
by Nicholas Sparks
\$15.24
Quantity: 1 [Change](#)
Sold by: Amazon.com LLC
[Add gift options](#)

Doctor Sleep: A Novel
by Stephen King
\$17.55
Quantity: 1 [Change](#)
Sold by: Amazon.com LLC
[Add gift options](#)

Choose your Prime shipping speed:

- FREE Standard Shipping (3-5 business days)
- FREE Two-Day Shipping --get it **Wednesday, Oct. 9**

[Place your order](#)

Do you need help? Explore our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

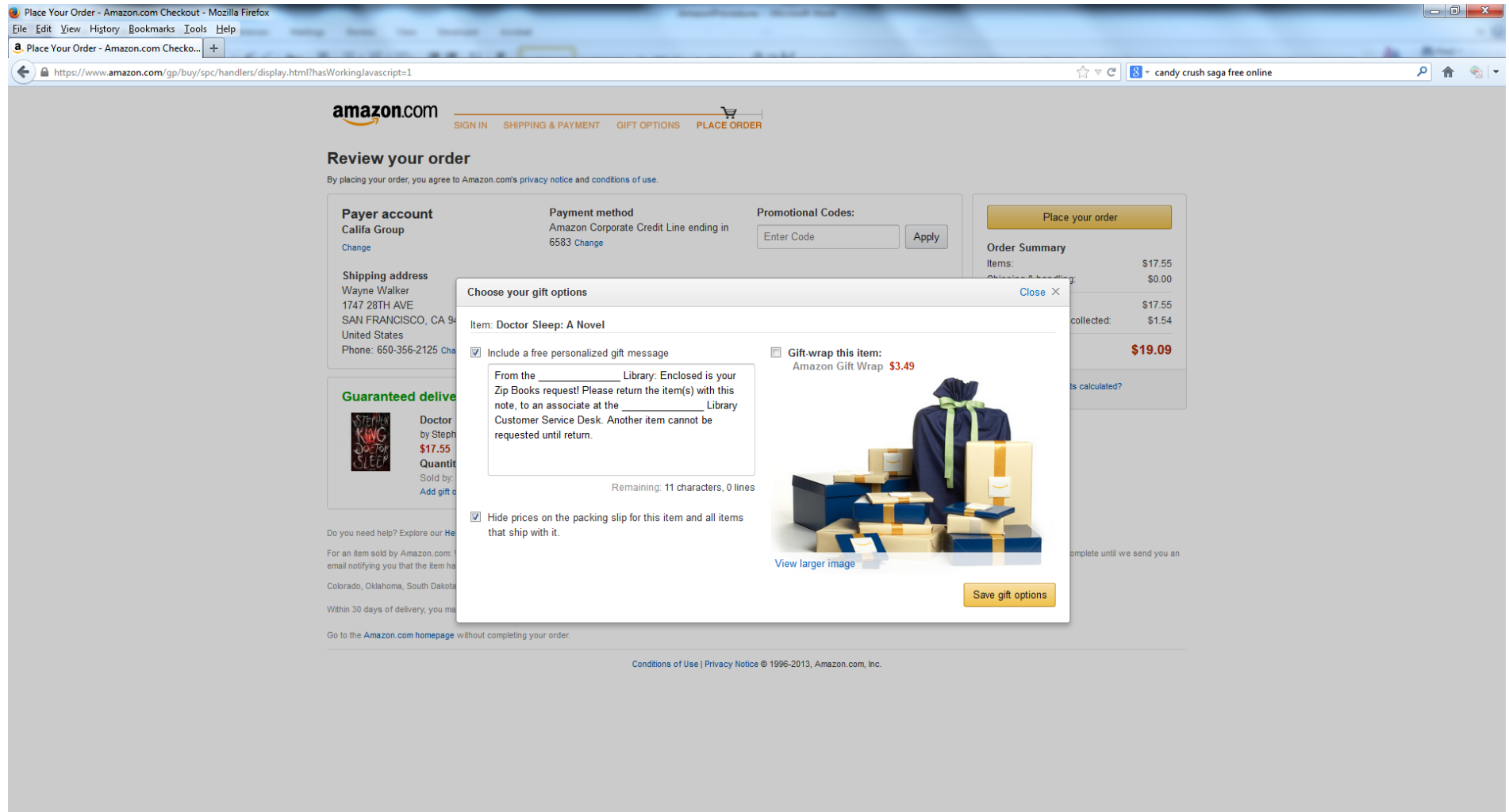
Colorado, Oklahoma, South Dakota and Vermont Purchasers: [Important information regarding sales tax you may owe in your State](#)

Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)

Go to the [Amazon.com homepage](#) without completing your order.

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11) Below is some suggested text for you to use in the “gift options” area. The number of lines/characters that you have is limited, so you’ll need to be brief.



This says: “From the _____ Library: Enclosed is your Zip Books request. Please return the item with this note to an associate at the _____ Library Customer Service Desk. Another item cannot be requested until return.” This suggested text leaves about 10 extra characters to play with.

12) Once you have entered your text, then review your order to make sure all is correct. Make a note of the delivery date, then select “Place your order.”

The screenshot shows the Amazon.com checkout page in a Mozilla Firefox browser. The page title is "Place Your Order - Amazon.com Checkout - Mozilla Firefox". The address bar shows the URL: "https://www.amazon.com/gp/buy/spc/handlers/display.html?hasWorkingJavascript=1". The page features the Amazon logo and navigation links: "SIGN IN", "SHIPPING & PAYMENT", "GIFT OPTIONS", and "PLACE ORDER".

The main heading is "Review your order". Below it, a disclaimer states: "By placing your order, you agree to Amazon.com's [privacy notice](#) and [conditions of use](#)."

The order review section is divided into several panels:

- Payer account:** Califa Group (Change)
- Payment method:** Amazon Corporate Credit Line ending in 6583 (Change)
- Promotional Codes:** Enter Code (Apply)
- Shipping address:** Wayne Walker, 1747 28TH AVE, SAN FRANCISCO, CA 94122-4218, United States, Phone: 650-356-2125 (Change)
- Order Summary:**

Items:	\$17.55
Shipping & handling:	\$0.00
Total before tax:	\$17.55
Estimated tax to be collected:	\$1.54
Order total:	\$19.09
- Guaranteed delivery:** Oct. 9, 2013 (if you order in the next 5 hours and 11 minutes) (Details)
- Product:** Doctor Sleep: A Novel by Stephen King, \$17.55, Quantity: 1 (Change), Sold by: Amazon.com LLC, [Add gift options](#)
- Shipping options:**
 - FREE Standard Shipping --get it Thursday, Oct. 10
 - FREE Two-Day Shipping --get it Wednesday, Oct. 9
 - \$3.99 One-Day Shipping --get it tomorrow, Oct. 8

At the bottom right, there is a yellow "Place your order" button circled in blue. Below the product information, there are links for "Do you need help?", "Colorado, Oklahoma, South Dakota and Vermont Purchasers: [important information regarding sales tax you may owe in your State](#)", "Within 30 days of delivery, you may return new, unopened merchandise in its original condition. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#)", and "Go to the [Amazon.com homepage](#) without completing your order." The footer contains "Conditions of Use | Privacy Notice © 1996-2013, Amazon.com, Inc."

13) E-mail or call your customer and advise him/her of the Zip Books order and the expected delivery date.

14) If you are ordering for multiple customers: please note that an Amazon cart can't be split up to send items to more than one person. A workaround is to create a Wish List and then search and add items there.

The screenshot shows the Amazon.com homepage in a Mozilla Firefox browser window. The main content area features a large advertisement for the Kindle Fire HDX, with the text "kindle fire HDX Startlingly light" and a "Learn more" link. Below the ad is a promotional banner for Amazon Prime: "Try Amazon Prime Today and Get Unlimited FREE Two-Day Shipping".

On the right side of the page, there are several advertisements: "Prime Instant Video 30-day free trial", "Unlocked iPhones", and "New WD 4TB Internal Hard Drives".

At the bottom of the page, a row of books is displayed, including titles by Lee Child, John Sandford, and Michael Connelly. Each book listing includes the title, author, format, price, and customer ratings.

A blue circle highlights a dropdown menu that appears when the "Wish List" button is clicked. The menu options are:

- Create a Wish List
- Find a Wish List or Registry
- Wish from Any Website
- Add items to your List from anywhere
- Wedding Registry
- Baby Registry
- Kids' Birthdays
- Friends & Family Gifting

15) Once you select “Create a wish list,” your list is instantaneously created. The default name for the wish list is “New Wish List,” but you can change it by clicking on “Manage this List”:

The screenshot shows the Amazon.com interface for a new wish list. The browser address bar shows the URL: `www.amazon.com/gp/registry/wishlist/ref=wish_list`. The page header includes the Amazon logo, navigation links (State's Amazon.com, Today's Deals, Gift Cards, Sell, Help), a search bar, and user account options (Hello, State, Your Account, Try Prime, Cart, Wish List). A promotional banner for "Friends & Family Gifting" is visible, with the text "Never Forget a Birthday" and "Find Wish Lists, keep track of gift ideas, get shopping reminders and more." Below the banner, the "New Wish List" section shows the list name "State Library" and a circled "Manage this list" link. The list is currently empty, displaying "Page 1 of 1 (3 items)". A sidebar on the left contains "Wish List Tips" and "Amazon Gift Cards" promotion. The main content area features a "Save an idea. Shop for it later." section with an "Add to Wish List" button and a list of items:

- The Last Man: A Novel** by Vince Flynn (Mass Market Paperback)
 - Rating: ★★★★★ (2,505)
 - Price: \$9.99 ~~\$5.99~~
 - Status: In Stock. Offered by Amazon.com
 - 72 Used & New from \$2.00
 - Buttons: Add to Cart, Move to another list, Delete item
 - Added October 7, 2013
 - Link: Add comments, quantity & priority
- The Racketeer: A Novel** by John Grisham (Mass Market Paperback)
 - Rating: ★★★★★ (5,211)
 - Price: \$9.99 ~~\$5.99~~
 - Status: In Stock. Offered by Amazon.com
 - 68 Used & New from \$2.00
 - Buttons: Add to Cart, Move to another list, Delete item
 - Added October 7, 2013
 - Link: Add comments, quantity & priority

16) You can then search for items for multiple customers and add them to your wish list.

The Forgotten (John Puller) Mass Market Paperback
by David Baldacci (Author)
★★★★★ 2,797 customer reviews

See all 29 formats and editions

Kindle	Hardcover	Paperback	Mass Market Paperback	Audiobook CD	Audible
\$5.70	\$18.78	\$10.98	\$6.00	\$10.78	\$23.95 or Free
345 Used from \$0.01 109 New from \$4.00 26 Collectible from \$3.25	159 Used from \$0.01 68 New from \$5.98	33 Used from \$1.97 45 New from \$5.03	10 Used from \$9.79 29 New from \$7.82	or Free with Audible 30-day free trial	

In Paradise, nothing is what it seems...

THE FORGOTTEN

Army Special Agent John Puller is the best there is. A combat veteran, Puller is the man the U.S. Army

Listen

Frequently Bought Together

Price for all three: \$22.98

Add all three to Cart Add all three to Wish List

Show availability and shipping details

- This item: The Forgotten (John Puller) by David Baldacci Mass Market Paperback \$6.00
- The Racketeer: A Novel by John Grisham Mass Market Paperback \$5.99
- The Hit by David Baldacci Paperback \$10.99

Customers Who Bought This Item Also Bought

Page 1 of 10

17) You will then send a list of customer addresses to Califa (pmackinnon@califa.org). Once he notifies you that the addresses have been entered, you can then go back to your wish list, add items to the cart by customer and then proceed with adding the shipping address and finalizing the order for each customer.

The screenshot shows a web browser window displaying an Amazon.com wish list page. The browser's address bar shows the URL: www.amazon.com/gp/registry/wishlist/2LAHSSDKSR3IV. The page header includes the Amazon logo, navigation links for 'State's Amazon.com', 'Today's Deals', 'Gift Cards', 'Sell', and 'Help'. A search bar is present with a 'Go' button. The main content area is titled 'New Wish List' and includes options to 'Manage this list', 'Share with friends', and 'Print this list'. A sidebar on the left contains 'State Library' information, 'Friends & Family Lists', and 'Wish List Tips'. The main list shows two items: 'The Last Man: A Novel' by Vince Flynn and 'The Racketeer: A Novel' by John Grisham. Each item includes a book cover, title, author, price, and an 'Add to Cart' button. A 'Save an idea' section at the top of the list allows users to add items to the wish list by typing a description.

18) Please note that you can make adjustments to these procedures. You may discover other workarounds that will simplify the process; if you do, feel free to implement them, and share your discoveries on the listserv!