



ZIP BOOKS

REQUEST FORM



By placing this request, I agree to the program's terms outlined on the second page of this form.

BOOK INFORMATION

Title: _____

Author: _____

Publication Date: _____ ISBN (if known): _____

Publisher: _____

Audience: _____ Adult _____ Young Adult _____ Children

Format: _____ Print Book _____ Audiobook _____ Large Print

Additional comments about this request: _____

YOUR INFORMATION:

Full Name: _____

Library Card Number: _____

Phone Number: _____

Email address: _____

Mailing address: _____





ZIP BOOKS

PROGRAM TERMS

- You must have a valid Alhambra library card in good standing to use the Zip Books Program.
- You are limited to ordering 1 book once a month.
- Titles must be available from Amazon.
- Zip Books is available for books in print and audiobooks only.
- Print books must be valued under \$50 (pre-tax). Audiobooks on CD and World Language books can be valued up to \$75 (pre-tax).
- Books should not be available at our library (no prepublication orders or anything published within the last 365 days). Alternate formats (such as Large Print, Compact Disc audiobook, or in another language) are okay to order.
- Please do not request textbooks, workbooks meant to be written in, items only available from non-US vendors, or items published less than 365 days ago.
- Zip Books check out for a period of 6 weeks from the request date with no renewal.
- When you receive your item, please keep all packing materials - including the packaging the item comes in, gift receipt and/or packing slip. Place the item in the original packaging or a plastic bag and insert any gift receipt or packing slip in the item before you drop it off at the Check Out Desk or a drop-box. This is very important so that we may identify the item as part of the Zip Books program.
- You must return a previously requested Zip Book before you can submit another request.
- Please note that orders are placed approximately every 1 to 2 weeks; while our goal is to get requested materials shipped as quickly as possible, we cannot guarantee delivery dates.
- Zip Books items are added to the collection if they fall under our collection development guidelines.
- We will make every effort to fulfill your Zip Book request, but if the request does not meet the criteria, we will notify you via email of our decision.

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