# 23/24 Zip Books Application ▾

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Mark Complete" button at the bottom of the page.

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**For information about the Zip Books Program and instructions for filling out your application, please visit the Zip Books webpage (https://www.library.ca.gov/grants/zip-books).**

**Organization Name ***

> ✕Mendocino County Library ▾

**Organization Name, Official ***

> Mendocino County Library

This is the legal name of the organization that is applying for the funding, takes formal responsibility, and assumes liability for the project. Must match the name registered with your Federal Employer Identification Number (FEIN).

**Authorized Official of the Applicant Organization First Name ***

> Deborah

Please enter the name of the person authorized to complete the application on behalf of the applicant organization (director, executive director, chief executive officer, etc.)

**Authorized Official of the Applicant Organization Last Name ***

> Fader Samson

Please enter the name of the person authorized to complete the application on behalf of the applicant organization (director, executive director, chief executive officer, etc.)

**Authorized Official's Title ***

Library Director

Please enter the official title of the person authorized to complete the application on behalf of the applicant organization.

## Authorized Official's E-Mail Address *

faderd@mendocinocounty.org

## Organization Street Address *

105 N Main St.

This is the address to be used for official correspondence for this project.

## Organization City *

UKIAH

This is the address to be used for official correspondence for this project.

## Organization State *

California

## Organization Zip Code *

95482

## Which Counties Will You Provide Zip Books Services For? *

Marin
Mariposa
Mendocino
Merced
Modoc
Mono
Monterey

Use the Ctrl button to select multiple counties.

## Name of Zip Books Project Coordinator *

Amelia Hiseley-LaValley

## Project Coordinator Job Title *

Senior Library Technician

## Project Coordinator Email Address *

hiseleya@mendocinocounty.org

**Project Coordinator Phone Number ***

> 7072342861

**Please describe why your library is interested in being a part of the Zip Books program and how Zip Books fit into your library's services (max 150 words). ***

> One of the great advantages of having Zip Books is seeing that many of the books requested are being added to our catalog, allowing for a more patron driven collection. It is a much needed service to a rural library systems like ours. In Mendocino County there is approximately 115 miles between our outermost library branches and many of those patrons who may live off the grid, appreciate the ability to have the library brought to their door. This fiscal year alone, we are receiving more requests from people that have not previously used Zip Books. It is evident that Zip Books is a valuable service to our library community!

Word Count: **111 / 150**

**Participating libraries need to develop internal documents and processes for their program. Please describe your proposed Zip Books process and include a draft timeline for implementing your program (max 150 words). ***

> We have instituted a streamlined payment processing system through our county auditor after Synchrony came to an end. It is a simpler and more efficient process than before. We have a very concise how-to process, including step by step instructions, on processing patrons' requests and response letters for various situations, including the confirmation of the order. We record all of the necessary patron and item information on a spreadsheet. For the Zips that are returning, our library staff have instructions on how to add them to the collection after a branch librarian has had a chance to review them. The return information is then recorded on that same spreadsheet which includes a separate page of monthly stats that can be easily referenced. This helps us to know how many requests were filled or not filled, how many items added or not added, how many not returned etc.

Word Count: **144 / 150**

**Please describe how you will ensure that as many Zip Books as possible are added to your library's collection once returned by patrons (max 150 words). ***

> Once the Zips are returned and the branch librarian has had an opportunity to review them, we have a form that is sent back with the book indicating if it's wanted or not. Furthermore, we have a librarian at the administration offices that reviews those that are not wanted and who may assign them to another library branch instead.

Word Count: **70 / 150**

**How much money are you requesting for FY 2023/24? Libraries may request up to $35,000. ***

> $ | 14,000

**Do you currently have a Zip Books program at your library?** *

🔘 Yes

⚪ No

**Are there any changes you would like to see to the Zip Books program in Fiscal Year 2023/24 (optional)?**

Word Count: **0 / 150**

Save Draft    Mark Complete    Close