

From: Brinkley, Jacquelyn <brinkley@plpinfo.org>
Sent: Tuesday, October 23, 2018 8:36 AM
To: Brinkley, Jacquelyn <brinkley@plpinfo.org>
Cc: Nuesca, Mercy <nuesca@northnetlibs.org>
Subject: Your Zip Books program and NEW PROCEDURES effective now

Hello Zip Books Libraries!

As you may know, your Zip Books program management is in transition with project administration now under the NorthNet Library System (NLS). We hope that you will find the new procedures streamlined and easy to implement. That is our goal!

Please find attached the following NEW procedures for Zip Books. These are effective now. (If you have already sent your October invoices to Califa, no worries. They have been forwarded to NLS)

1. **Zip Books Amazon Account Procedures** (Note: PRIME membership re-enroll options have been updated)
2. **Zip Books Invoicing Procedures** - All new information & effective now. Today and forward, please use new address for submitting Invoices: ZipBooksInvoice@northnetlibs.org
3. **Zip Books Purchasing Policies** - new contact info to note

We are also pleased to introduce *Mercy Nuesca*, the new Project Coordinator for the statewide Zip Books project. Mercy has worked at libraries in Hawaii and California, and also enjoys visiting local libraries whenever she travels. As an active user of Zip Books, she is delighted to be a part of this program and to work with you all. We are excited to have her professional and personal skills and experience working with us to transition and move forward with the statewide Zip Books project.

As Coordinator, Mercy will be your new point of contact should you have questions or need any assistance with your accounts. You can reach her by email (nuesca@northnetlibs.org) or by phone (650-847-8869).

Also, please **SAVE THE DATE - Zip Books Meeting at CLA - Saturday, Nov 10, 7:30 a.m. - 8:50 a.m.**
If you are attending CLA, please join us! More details to come soon on this meeting!

And, one more thing... new promotional materials are in production now for all Zip Book libraries. You will receive a shipment in early November to REPLACE all promo materials you currently have on hand. When you need refills on these items, please contact me at brinkley@plpinfo.org, or Mercy, nuesca@northnetlibs.org. Either of us will make sure to restock your supplies asap.

Thank you again for your patience in this transition phase. We look forward to working with you to make (or, to continue) Zip Books as a HUGE success at your library!

Best, Jacquie

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