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Title **Siskiyou County Free Library** 10/29/2021  
by **Michael Perry** in **2021-2022 Zip Books Grant Program** id. 21658800  
719 4th Street  
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## Original Submission 10/29/2021

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Grant Applicant Name: **Siskiyou County Free Library**

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Authorized Official of the Applicant Organization: **Michael Perry**

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Authorized Official Title: **County Librarian & Museum Director**

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Authorized Official E-mail Address: **mperry@co.siskiyou.ca.us**

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Authorized Official Phone Number: **5308428805**

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Address: **719 4th Street**

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Project Coordinator Name: **Teresa Johnson**

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Project Coordinator Title: **Library Technician**

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Project Coordinator E-mail Address: **tjohnson@co.siskiyou.ca.us**

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Project Coordinator Phone Number: **530-842-8807**

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Alternative Project Contact Person: **None**

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Alternative Project Contact Job Title: **None**

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Alternative Project Contact Email:	<b>None</b>
Alternative Project Contact Phone Number:	<b>None</b>
Library Director Name:	<b>Michael Perry</b>
Date:	<b>October 29, 2021</b>
PROJECT INFORMATION	n/a
Please describe why your library is interested in being a part of the Zip Books program and how it fits into your library's services. (Max 150 words.)	<p><b>Our local book budget has been reduced in recent years and we have had to concentrate with purchasing the latest published materials. We are often unable to fill the gaps in our collection, especially with older series. The Zip Books program is a wonderfully patron-driven service because *they* identify the older titles *they* are interested in, titles that are often of interest to other Siskiyou County patrons.</b></p> <p><b>And patrons have responded to the Zip Books service! In FY 20/21, nearly 450 individuals made at least one request: a quarter of the requests where from families selecting children titles; 2/3 of the requests where for Adult-driven books, split equally (1/3 for Non-Fiction titles while the other 1/3 for entertainment).</b></p> <p><b>It has become a valuable and popular service and we see a wide-range of library material get added to our collection that would otherwise not be available to our patrons.</b></p>
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)	<p><b>We have an online form that patrons can use to submit requests. The form is accessible on our website, or through a link in our catalog should a patron's search turn up no results. We also accept requests over the phone, or submitted by branch staff/volunteers on behalf of a patron.</b></p> <p><b>We limit each patron to a single active request (meaning we must receive the book before they can submit another request). And once requested, we have an Excel spreadsheet that tracks the patron's name, requested title, category, whether it meets the Zip Book criteria, item's price, order date, returned date and whether it was eventually cataloged.</b></p> <p><b>This internal process is ready to begin immediately, if Siskiyou County is awarded Zip Book funds.</b></p>

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)

**As a default, our staff catalog most material that is requested (under the belief that if one patron has requested, there is likely another person who would like it). To date, we have added 92% of all requested titles. Those that we have not added have almost always been due to two reasons: (1) the physical condition of the book is poor and not suitable for the shelf; (2) there are no MARC records available to easily catalog the material.**

Funds can only be used to purchase books and to pay for an Amazon subscription. Please tell us how much money you are requesting for FY 2021/22. (Max 150 words)

**For each of the past two fiscal years, we expended an average annual grant of \$26,000 (and in both fiscal years, we spent our initial allotment before the end of the fiscal year and were allocated additional funds, that were also exhausted).**

**Our program is exceptionally popular with our patrons: in FY 19/20, we had over 500 different patrons submit requests, and in FY 20/21, it was nearly 450 different patrons . We would expect a similar allocation of \$26,000 to be fully expended in 2022 – especially after a 6-month pause (July 2021 – December 2021) as we expect there will be a pent up demand for the service.**

How will the principles of Equity, Diversity, and Inclusion (EDI) guide your Zip Books program planning, implementation, and evaluation? Please see the Zip Books Guidelines for more information about EDI. (Max 150 words)

**We aim to make the program as accessible and inclusive as possible to library patrons.**

**We accept requests through as many different avenues: through our online form, by phone with Technical Staff, or in-person through the branch staff/volunteers. No library patron is excluded from using our program because they are too young, too old, or because of any other diversity trait that designates them as “different.”**

**We process requests without judgment on their choices: if it meets the criteria, it is ordered.**

**Lastly, and a key characteristic of the Zip Book service, is that the service is driven \*by\* the patron. Not only do they receive the requested book first, but they get to see added to the collection and show up on the branch shelf. Their request expands our collection and they can see that contribution supported \*their\* library system.**