Grant Application

Project Name: Zip Books 2022/23

Section A: Library Information

Organization Name: Siskiyou County Free 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).

Organization's DUNS number: 845617989

DUNS is a unique identifier issued by Dun and Bradstreet (https://www.dnb.com/duns-number/lookup.html).

Authorized Official of the Applicant Organization: Michael Perry

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: County Library & Museum 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: mperry@co.siskiyou.ca.us

Organization Street Address: 719 4th Street

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

Organization City: Yreka

Organization State: CA

Organization Zip Code: 96097

Name of Zip Books Project Coordinator: Teresa Johnson

Project Coordinator Job Title: Library Technician

Project Coordinator Email Address: tjohnson@co.siskiyou.ca.us

Project Coordinator Phone Number: 530-842-8807

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):

The Zip Books program has been a wonderfully patron-driven service because *they* identify the gaps in the collection in subjects *they* are interested in - titles that are more likely to be of interest to other Siskiyou County patrons.

Our program is exceptionally popular with our patrons. In the last three years we have had at least 400 unique patrons submit requests (~400 in FY 21/22; ~450 in FY 20/21; ~500 in FY 19/20). In the most recent fiscal year, over 400 individuals ordered ~1,300+ titles: 20% of the requests where from families selecting children titles; 2/3 of the requests where for Adult-driven books, split equally between fiction and non-fiction. 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.

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 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.

In FY 22/23, we plan to limit patrons to a single active request (meaning we must receive the book before they can submit another request). 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. This internal process is ready to begin immediately, if Siskiyou County is awarded Zip Book funds.

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):

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). In FY 21/22, we cataloged 95% of the items requested. 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 or (3) a highly specifically regional title that is not likely to be requested by other local patrons.

How much money are you requesting for FY 2022/23? Libraries may request up to $35,000.

If you are requesting a lower or higher allocation than last year, please explain why. If this is your first year applying for Zip Books funding, please explain how you came to the amount you are requesting (max 150 words):

For each of the past two fiscal years, we expended an average annual grant of $25,000. Our Amazon Business Prime account costs $179 annually.

The average cost of each request is about $20. With a request of $25,000, we would be able to fulfill about 30 requests a week (assuming we start in early September) which is about the average number of requests we have historically processed when we limit patrons to a single active request.

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.