



## Michigan Statewide Amazon Business Prime for Non-Profit Libraries and Library Partners

In collaboration with Michigan Cooperative Directors Association and other library consortia, we have partnered with Amazon Business to reduce Amazon.com costs for libraries throughout the State.

Hundreds of libraries in the State of Michigan are paying Amazon Prime memberships or would prefer to have Prime but cannot budget for it. Some library personnel are using individual Amazon accounts to make purchases, but are paying sales tax and missing Amazon Business discounts. Our intent is to reduce the challenges our libraries face when it comes to business purchasing on Amazon.com.

We have created a shared service, multi group Amazon Business Prime account for libraries within Michigan. This account is set up with tax exemption and Prime shipping. Each library that qualifies to join can have their own separate purchasing group that will isolate their Amazon activity, purchase history, and payment methods to their individual library. Any library that is tax exempt (or part of a tax-exempt organization) may join the service. The service is free to try out the first year; there will be minimal fees for participation in future years (see more information in the FAQs below). Collectively, libraries throughout the state will save thousands of dollars (see <https://www.amazon.com/businessprime> for standard pricing information).

### How to qualify:

- You must be in good standing with Michigan Cooperative Directors and its affiliates
- You must be eligible to make tax exempt purchases
- You must have a business credit card or purchase card that can be used online
- You must have at least one dedicated business email address that is not used for personal Amazon shopping

### How to get started:

- Public libraries that are in a cooperative, if you qualify, contact your cooperative director and let them know you are interested;
- Academic, school, special libraries, and all others please include the email addresses you want invited AND the name for your particular library/organization or library group, and send the information to Jim Flury at The Library Network: [jflury@tln.lib.mi.us](mailto:jflury@tln.lib.mi.us)
- Accept your invitation and start saving on Amazon.com

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### FAQ's:

- What if I have Amazon Prime already for my library?  
*You will receive a prorated refund on Prime when you convert your account.*
- What if I have an existing Amazon Business account?  
*You can convert your existing business account but it will require help from the Amazon team. Your new account will mirror your existing structure and reporting tools.*
- How many other users can I add to my library?  
*You can add as many as you would like, but they must be eligible to make purchase tax exempt purchases for your library.*
- What does my library get if I sign up?  
*Each library that signs up will get an Amazon Business account with Prime (free shipping). This is not like an individual account as it does not include streaming media.*
- What does this service cost?  
*The first year is free. After the first free year, libraries may choose to continue to participate or not in any following year. There is an annual fee of \$300 for cooperatives to participate which covers all libraries in the cooperative that wish to use the service. For all other libraries that participate there is an annual fee of \$20. Smaller cooperative may choose to pay \$20 per library if their total would equate to less than \$300.*
- Who will my library pay to participate after the first year?  
*TLN will receive a statewide bill from Amazon. TLN will bill participating cooperatives. All others will make an online direct payment to TLN.*
- Can consortia and other library affiliated groups participate?  
*Yes. Consortia offices and library associations may also join as individual libraries for the annual \$20 fee. Non-public library consortia may join as well as a group of libraries and pay the cooperative membership fee of \$300 if they so choose.*
- Currently our library has one business account with 10 users on it. Is this how the new account would be set up? Or would we need an account for each user?  
*Each library will be their own separate group of accounts, the Michigan statewide setup with MCDA will have a separate group for each participating library, with multiple users possible in each group.*

- Our library has a master log-in that allows us to see the purchases made by every user on the business account. We are able to set up payment methods, update addresses, add new users, and delete users. The master account can also see all the purchases made on the library account to help with tracking and vouchering as needed. Would each library still have this access? Or would that power be in TLN's hands now, instead of the library's?  
*Same experience for new setup; each library would have access to their own separate order history.*
- Our library also has a credit line through Amazon Business that is used for materials purchases and which is paid for once a month. Would libraries still have their own credit to work off/order on? Would we be able to transfer that setup to a new one signed up for under the statewide setup? Would our order history and invoices transfer to a new account? We wouldn't want to lose our history. Could we keep our current account and have it incorporated into the co-op set-up?  
*It depends on the type of credit line. Amazon would work directly with these libraries.*
- Will each library have completely separate accounts and functionality?  
*Yes, each library will have a business account with grouped user accounts. Each library will have separate functionality. Each library will be able to add and manage users accounts as it likes.*
- Can reporting be done at the library level, by an account associated with the library? Are there hierarchies of accounts within a library (i.e. manager, vs. ordering, etc.)?  
*Yes.*

Please contact Jim Flury at The Library Network for more information: [jflury@tln.lib.mi.us](mailto:jflury@tln.lib.mi.us)