

BOOK SALES PROCEDURES

Sorting and Pricing September, 2008

All books are separated into **Donated Books** (no labels on the spine) and **Withdrawn Library Books** (labels on the spine). Donated books are passed on to the volunteers pricing the donated books according to the Price Guideline Procedure. All books considered unsuitable for sale are put in a blue recycling box.

The following colour dots are placed on the book spines only when putting them out on the shelves for sale.

Jan – Yellow (bottom)	May – Yellow (top)	Sep – Yellow (middle)
Feb – Green (bottom)	June – Green (top)	Oct – Green (middle)
Mar – Blue (top)	July – Blue (middle)	Nov – Blue (bottom)
Apr – Red (top)	Aug – Red (middle)	Dec – Red (bottom)

Withdrawn Library Books

Hardcover

Fiction Mark as \$1.

Non Fiction Mark as \$2.

Soft Cover

Fiction & Nonfiction Mark as \$1

Travel Guides (Example Fodors and Frommers)

2004 to 2006 Mark as \$3 and put with the travel guides in the good books cart

2001 to 2003 Mark as \$2 and put with the travel guides in the good books cart

2000 and older Mark as \$1 and put in the regular Travel and Geography section.

Each withdrawn library book will be judged for its suitable category and placed into the top row of its category shelves. If the top row is filled books from the previous months, the older books will be removed and placed on lower shelves. If the top row is filled with books from the current month, the new books will be placed in the second from the top row. If all the category shelves are filled, please bring this to the attention of a book sales coordinator.

Paperback (Pocketbooks)

Withdrawn library paperbacks and lower priced donated paperbacks are priced at 3 for \$1. They are placed in the spinner for this category. These books must still be in an acceptably good condition Paperbacks older than 1990 are to be recycled.

Please notify the book sales supervisor if there is insufficient space for additional books for any category. Determine if any older books could be removed. If not, the new books should be stored in boxes and identified.

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Donated Books

Hardcover and Softcover Books

All donated books should be inspected by our book pricers. Prices should be set according to the April 2008 guidelines.

Hardcover books priced at \$5 and \$4 are to be put in the good book carts while those \$3 and lower in price are to be put in the shelves of their categories. Security labels are attached to the to the inside front covers for all books priced at \$5 and over.

Softcover books priced at \$4 and \$3 are to be put in the good book carts while those \$2 and lower in price are to be put in the shelves of their categories

Paperback (Pocketbooks)

The best quality **donated** paperbacks which must be in excellent condition are labeled for prices which will be either \$1 or \$2 each according to the Price Guideline below. They are placed in the front cart or in one of the best quality paperback spinners. Paperbacks older than 1990 are to be recycled. If insufficient space for any of the above categories, they should be stored in boxes and identified.

Excellent	Original Price \$10 - \$12	Paperbacks	\$2
Excellent to very good	Original Price \$6 - \$9	Paperbacks	\$1
Good	Less than \$6	Paperbacks	3 for \$1

National Geographic Magazines are to be added to the bottom shelf in the front cart if there is sufficient quantity.

Videos, CD's are to be added to the sales shelves.

Repricing and Removal of Older Books

At the start of every month, inspect every book category that is full or almost full. All books that have been on the sale shelves for two months are to be marked down in price according to the following procedure

<u>Original price</u>	<u>Marked down price</u>
\$5	\$3
\$4	\$2
\$3	\$2
\$2	\$1

Place the current month coloured dot on the book. Leave the old coloured dot in place. At the same time, remove all books that had been previously reduced in price at the two month period and put into recycling.