

How to make life simpler

- 📖 Decide who is responsible for what and when
- 📖 Follow up to ensure all is on track
- 📖 Involve as many volunteers as possible, especially new members
- 📖 During the actual set up, sale and disposal, spread supervisory work over committee members or key volunteers
- 📖 At the end of the sale REVIEW, ASSESS, REVISE

And other tips

- 📖 Arranging for disposal of unsold books
- 📖 Decide if you want to keep some books for the next sale
- 📖 Get old boxes to pack disposal books
- 📖 Get them to pick up

Resources:

Friends of Canadian Libraries website provides many resources related to the business of selling books:

- 📖 Book Pricing Guidelines and Template
- 📖 Book store co-coordinator's job description
- 📖 Book store sorters
- 📖 Bookstore price list
- 📖 Book Store philosophy
- 📖 Book store procedures
- 📖 Price Guidelines
- 📖 Sorting and Pricing
- 📖 Friends' Bookstores and Book Sales
- 📖 Running a Friends Book Shop



Booksales

KEYS FOR SUCCESS

- 📖 Good Volunteers
- 📖 Good Books
- 📖 Good Timing / Location
- 📖 Good Publicity

Good Volunteers

Coordinators:

- 📖 Two working together to spell each other off

Committee:

- 📖 Volunteer recruitment and scheduling
- 📖 External contacts
- 📖 Administration/Financial
- 📖 Publicity and Signage

Workers:

- 📖 Sorters, ongoing throughout the year
- 📖 Stockers
- 📖 Cashiers
- 📖 Tidiers/re-stockers
- 📖 Disposers

Good volunteers are Gold!
Appreciate them, encourage them, thank them!



Good Books

Well presented and well priced:

- 📖 Library discards
- 📖 Public donations

Sorting:

- 📖 Work area, shelving, boxes, storage place

Ongoing work:

- 📖 Cull
- 📖 Categorize
- 📖 Box
- 📖 record

Setting up for the sake:

- 📖 Layout
- 📖 Tables
- 📖 Good signage
- 📖 Display – titles easily read
- 📖 Cut off boxes from supermarkets at ends
- 📖 Keep tidy and replenished
- 📖 Supply plastic bags and small boxes for customers

Pricing

- 📖 By the pound is easiest
- 📖 Special pricing for sets

Further considerations:

- 📖 Who does what when
- 📖 How to be consistent
- 📖 Broad categories rather than individual listings

Good Timing

- 📖 Don't conflict with other big events – check your community calendar
- 📖 Establish dates early and get on the community calendar
- 📖 In Spring beat the gardening season
- 📖 In Fall tie in with Christmas

Good Location

- 📖 Easily accessible
- 📖 Good public parking
- 📖 Same location as stored books
- 📖 Meets space requirements

Good Publicity

- 📖 Press releases for local newspaper and radio
- 📖 Free community updates in newspapers
- 📖 Community TV live show
- 📖 Cable TV community bulletin board
- 📖 Friends' newsletter
- 📖 Banners
- 📖 Flyers/Posters
 - 📖 Mass distribution to schools
 - 📖 Library locations
 - 📖 Include with newsletter and ask members to post
 - 📖 Hand deliver around town
 - 📖 Community centres
 - 📖 Grocery stores
 - 📖 Restaurants, shops etc/