

# 2018 Homeschool Book Sale Guidelines

## **\*\*DISCLAIMER\*\***

- We are just providing a location for you to sell your curriculum. We will not be responsible for any lost or stolen merchandise. Please make sure that all merchandise is clearly marked and all tags are attached per our guidelines.
- We have the right to refuse any item(s) we feel unacceptable.

This is a **CASH ONLY** sale. No checks or credit cards will be accepted.

## Note to Buyers

**\*\*NEW THIS YEAR\*\*** - We are charging \$2.00 (per family) to enter the sale to cover the cost of the facility.

Please no strollers in the building. We need to keep aisles clear.

When perusing material, please put sets back together when done looking at them.

## Preparation for the Sale

Please use the labels at the end of this document to mark your items. Use the following list to identify the subject of your items. Once your books are labeled, please separate them by subject in boxes or bags. This is a tremendous help to our volunteers when setting up.

- Language Arts (spelling, vocab, literary analysis, grammar, writing, penmanship, phonics, reading comprehension)
- Math
- History/Geography
- Literature – Picture Books
- Literature – Chapter Books
- Literature – Early Readers
- Literature – Young Adult
- Literature – Adult
- Science
- Science
- Bible Study/Christian Living
- Foreign Language
- Logic
- Pre-K
- Arts/Crafts
- Music
- Core Curricula (ie Sonlight, Bob Jones, Abeka, MFW)
- Unit Studies (i.e. KONOS, FIAR)
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- Home Making
- Games
- Electronic Resource (CD, DVD)
- Homeschool Resource (i.e. how to get started, what my 3<sup>rd</sup> grader needs to know)
- Reference (i.e. Dictionary)
- Free Items

1. Clearly label your books using the labels provided. The whole tag will be taken off the book and filed in the seller's envelope. This information is to ensure payment goes to the right person, returning unsold items or if we need to contact you with a question about one of your items for sale.

a . Please do not use post-it notes.

b . When attaching labels, please attach them to the outside front only. Try not to cover the title of the book. (You can reduce the size of the labels if needed.)

c . Attach your labels with tape on the top and bottom of the label.

d . For soft-cover items, place a piece of clear tape on the book before attaching the label, so that the book won't be marred when we remove the label.

e . If you are selling a set of items, please do the following:

- Mark each item in the set "1 of 6", "2 of 6", etc.
- If they are lightweight, bundle them in a Ziploc bag and place the first label on the outside of the bag. Or bundle them with at least 2 rubber bands, ribbon/string crisscrossing in opposite directions to hold them together. The label should then go on the top book.
- If they are heavy, bundle them in a box.

**2. Items not labeled will not be put out on the floor.**

3. No labeling of books will be permitted on-site. Please label your books before bringing them to the venue.

4. There will be a "free" item area. Please be considerate and take these items home when the sale is done. Usable curriculum, literature books, or school supplies only. No magazines, please.

5. Please price your books in \$0.50 increments. It is easier for the cashiers to add up your profits. If it isn't worth \$0.50, consider marking it a free item.

6. Tips for pricing your books: Typically, a book that is in excellent condition with no markings can be priced up to 2/3 of a new book. Most books are in good condition and are normally priced at 1/3 to 1/2 of a new book. The price is up to you and your books will be sold at the price you set. You may want to consider pricing newer editions higher while older editions are priced lower.

### Book Drop Off

1. Drop off books on Monday, June 11th, the afternoon before the sale, from 2-5 pm or Tuesday, June 12<sup>th</sup>, morning of the sale from 7:30-8:30 am.
2. Upon dropping off your books, please provide us with a **large manila envelope** with your name and phone number, where you can be reached during the sale, written on the back side. There will also be manila envelopes available at drop-off for \$1 per envelope.

### Book Pick-up Tuesday Afternoon

1. All unsold items and money, will need to be picked up at 3:30 pm.
2. All unsold items must be claimed and taken out of the church before you pick up your money. Please take your unsold items to your car, and then come to the cashier to receive your money.
3. *Any materials not picked up by 4:00 pm will be thrown away and Bible study materials will be donated to Love Packages.*

#### **Acceptable sale items:**

Music CDs	Educational toys
Computer software	Reference books
Educational electronic games	Parenting books
Educational board games	Self-help books
Craft kits	Crafting books
Craft supplies	Art books
School supplies	DVDs
Office supplies	
Curriculum (BJU, ABEKA, Alpha Omega, Sonlight, etc)	
Reading books for all ages of children and young adults	

#### **Unacceptable sale items:**

Subject matter that wouldn't be allowed in a classroom or that might be offensive to the majority of the population.

VHS tapes

Water damaged or moldy items

Adult romance novels

Unusable or damaged computer software, CDs or movies

Outdated curriculum

<b>Subject:</b> <b>Set:</b> _____  <b>Book Title:</b>  <b>Sale Price:</b>  <b>Name:</b> <b>Phone:</b>	<b>Subject:</b> <b>Set:</b> _____  <b>Book Title:</b>  <b>Sale Price:</b>  <b>Name:</b> <b>Phone:</b>	<b>Subject:</b> <b>Set:</b> _____  <b>Book Title:</b>  <b>Sale Price:</b>  <b>Name:</b> <b>Phone:</b>
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