

Used Curriculum Seller Information

****Read carefully, annual updates are made!****

There will be a 10% commission on sales for LIGHT members and a 20% commission for non-members. LIGHT reserves the right to refuse unsuitable materials. Public school materials and items received without cost from school districts or private parties will not be accepted. Please **DO NOT** bring more than 5 copies of the same item. **NO RESALE BUSINESSES PLEASE**

Children may attend but must be with a parent at all times. Please do not allow them to wander or rearrange items. Much time is used to organize items on correct tables. Babies are welcome in backpacks. No strollers please. The sale will be from 10 am- 12:30 pm on Saturday June 6th.

MASTER SHEETS

Each seller must fill out a Master Sheet for their books using the example entry included here. You are required to use the attached Master Sheet. No other form or paper will be accepted. We have purposely included a Master Sheet that may be reproduced. Master Sheets must be 3-hole punched for use in our 3-ring binders. After your books are checked in, your Master Sheets will be placed in the binders in alphabetical order.

The tally person verifies the sale by checking to see if the item label has been placed on the master sheet beside the item listing. You will not be paid for an item if the tally person cannot confirm it's sale by matching the label to your Master Sheet. See further information on filling out Master Sheets in this packet.

CHECK-IN

You will check in your books on Friday, June 5th from 1:30-4:30 pm at Santa Clara Church of Christ, 175 Santa Clara Ave. Eugene, OR. There will also be a check-in on Saturday, June 6th, from 8:30-9:30 am exclusively for those living outside of Lane County and in the Mapleton, Florence areas. **YOU MUST HAVE YOUR BOOKS IN ITEM NUMBER ORDER FOR CHECK-IN.** Ex: #1-#20 would be in the first box, #21-40 would be in the next box, etc. This helps the process go much quicker, and allows us to open on time.

Unsold items and checks will be ready for pickup between 4-4:30 pm on Saturday. If someone will be picking up your check and/or books, they must have a signed authorization form (included here). **PLEASE DO NOT LEAVE UNSOLD OR FREE ITEMS WITH US AFTER THE SALE!! THEY WILL BE THROWN INTO THE GARBAGE.**

We will make every effort to see that your materials are handled carefully and that you are credited for every sale. However, LIGHT and its volunteers are not responsible for lost, stolen or damaged items. Please remember to band your items securely and label each item properly.

LABELS

You are required to use the 6-LINE WHITE POST-IT CORRECTION AND COVER UP TAPE. It can be purchased at office stores such as Office Max, Kinkos, & Staples. If not available in-store, it can be ordered in advance through these stores. The cost is approximately \$4.99/roll. This tape is removable and re-stickable so we can re-stick them on your Master Sheet when your item sells. We make every effort to see that your materials are handled carefully and that you are credited for every sale. However, please note that LIGHT is not responsible for an item if your label is not done according to the directions and gets lost, is irremovable, is missing information or for lost, stolen, damaged items, or human error. When cutting your labels, keep the length to 2 inches. This allows room for the information needed and fits nicely on the Master Sheets when your item sells. Place the label on the top, front, right hand corner of each item.

SETS OF BOOKS

If you are selling books as a set (such as a teacher's edition and student text) together for one price, you must use broad rubber bands across the width of the books and again around the length of the books. We don't want your sets to be separated and become lost. A set is considered one item. Please label EACH EXTRA piece in your set with only the item #, your name, and the piece # (i.e. 1 of 3). This makes it possible for your pieces to be reunited if they become separated. If you are selling encyclopedias or other types of materials as a large set, box them together in a sturdy box with an identifying tag on the box disclosing what is inside. Providing information for a potential buyer prevents them from having to search through the box to see what is there, which can lead to misplaced items and incomplete sets. Also, you may want to cover with plastic wrap or something see-through so the set does not get separated.

NON-BOOK ITEMS

If you are selling items such as manipulatives or teaching tools that belong together in a set, please place them inside a Ziploc bag. Inside the bag, place an identifying tag that indicates to the buyer what the bag includes. Make sure your tag faces out so it can be read through the plastic. Staple the bag closed at both top corners. Place your item label on the outside of the bag and secure it with Scotch tape. The labels don't stick well to Ziplocs.

INEXPENSIVE ITEMS

No item will be accepted for sale for less than \$1.00. If you have items to sell that are inexpensive (such as paperback books), bag them together in sets in a Ziploc bag or use sturdy rubber bands as indicated previously, to secure them together. Place an identifying tag on the inside of the bag so the buyer can read it. Staple the bag closed at each top corner. Place your item number label on the outside of the bag. Use Scotch tape to secure. Grouping items by grade level is suggested.

MAKING LABELS

What you will need:

Copies of Master Sheets (3-hole punched)

3M 6 line Post-it Labeling and Cover-up Tape

Pen to make labels and write entry on Master Sheet

Pink highlighter to highlight abbreviation for table locations

Rubber bands to band sets of books together securely

Ziploc bags for misc. items

Tape to secure labels to Ziploc bags

Stapler for Ziploc bags

MASTER SHEET EXAMPLE

Item_____Title_____

Book____Set____(# in set____) Bagged Item____ Other_____

Author of Publisher_____

Selling Price_____

Based on the Master Sheet example, the label should include **ONLY** the following;

LABEL EXAMPLE

Item # 1 (this is the # from your Master Sheet)

Jane Smith (your first and last name) Please print full name clearly

Bob Jones Math 2-pc. Set (title and # of pieces in set if applicable)

\$12.50 (Selling price highlighted in pink) GR 3 (abbreviation of table location as seen below)

Table Locations with corresponding abbreviations as follows

Pre.....	Preschool
Kin.....	Kindergarten
Gr 1, Gr 2, etc.....	Grades 1-8
HS.....	High School
S&N.....	Stories, biographies, novels
COM.....	Computer materials
REF.....	Reference materials such as dictionaries, encyclopedias, etc...
PTR.....	Parent/teacher resources
MISC.....	Miscellaneous items such as games, puzzles, manipulatives, etc.
MLLA.....	Multi-level Language Arts
MLFL.....	Multi-level Foreign Language
MLH.....	Multi-level History
MLS.....	Multi-level Science
MLAM.....	Multi-level Art and Music
MLO.....	Multi-level Other

These abbreviations on your labels help us to know what table your item belongs on. It is a tremendous help to us if you use this list properly as it makes our job of organizing hundreds (!) of items, much easier!!

Used Curriculum Sale Schedule

Friday June 5th

1:30-4:30 pm Used Curriculum Check-in

7:00-8:30 pm LIGHT Member only Pre-sale

Saturday June 6th

8:30-9:30 am Out of area Check-in (Mapleton/Florence areas ONLY)

10:00-12:30pm Used Curriculum Sale

4:00-4:30pm Checks and book pickup

Thank you for participating in our sale! We hope to make this another successful sale for everyone!

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AUTHORIZATION TO RELEASE CHECK AND/OR BOOKS
FROM USED CURRICULUM SALE 2009

I hereby authorize the LIGHT treasurer, Dani Foster, to release my check and/or books to

(Person receiving authorization from seller to pickup check/books) PLEASE PRINT

as I will be unable to pickup my check/books between 4-4:30 pm on Saturday June 6th from the Used Curriculum Sale. My signature below releases LIGHT from any liability for losses incurred by release of said monies and property to the above named.

BOOKS NOT PICKED UP BY 4:30 WILL BE CONSIDERED DONATED.

Signature of seller _____ Date _____

Signature of person authorized to pickup check and/or books Date _____