

Book Sale Preparation

Many items below are listed as if the Friends of the Library president is to do each step, but jobs can be distributed among the officers and any other Friends members volunteering to help.

Months before Book Sale:

- Reserve room to be used for book sale (call it the “sale room”) for the duration of setup, book sale, and packing/cleanup
- Reserve room to be used for pre-sale meeting(s) and post-sale meeting(s) (call it the “meeting room”)
- Ensure access to rooms where boxes of books to be sold are stored for the duration of setup and packing/cleanup (call it “storage rooms”)
- If your library branch has a Web site, put the book sale and meetings on the site
- Advertise book sale on the Web sites which list book sales around the country:
 - BookSaleFinder.com
 - BookSalePirate.com
 - BookSaleManager.com
 - BookSaleBuddy.com
- When sending Friends newsletter to members (email & mail), remind them about book sale date and meeting dates. Ask for volunteers to help setup, sell, cleanup.

Around 8 weeks before Book Sale:

- Send an email to your Friends of the Library officers, branch librarian, and the San Jose Library Commissioner for your library reminding them of the date, time, and location of the pre-sale meeting to be held for planning book sale details
- See details of flyers and bookmarks in Attachments A and B (at end of writeup)
- Put date of coming book sale on bookmark and flyer masters
- Print flyers to be posted around library building and other locations
- Print and cut bookmarks (more can be made as needed) and put them in the Friends book nook, by library book/media checkout stations and at other locations where people are likely to take one home with them. [NOTE: “book nook” is where Friends of the Library books are on display in a small area of the library and are for sale at all times that the building is open.]

Around 7 weeks before Book Sale:

- Send a notice or article to the San Jose City Councilmember for your district asking if this can be included in their coming newsletter(s) prior to the book sale. See the suggested information listed below to include in this article.
- Send the same notice or article to the Santa Clara County Supervisor for your area (districts 1-5) asking if this can be included in their coming newsletter(s) prior to the book sale. See the suggested information to include in this article.

Suggested article, with suggested date, prices, etc.:

Library Book Sale. The Friends of the XXX Library will hold a sale of gently used books and media to benefit the XXX Library on Saturday, May 3, 9am to 3pm. \$1 for hardcover books and 50 cents for paperback books with some special “coffee table” books for \$2 to \$5. CDs are 50 cents and DVDs are \$2.00.

The last hour of the sale, 2-3pm, will be a “\$5 Bag Sale” (bring your bag or buy a Friends of the Library bag) and fill the bag with books and media for only \$5.

XXX Library, street address, city, zip, phone number.

phone number --or-- email address -- or-- Web site address

- Check in your local newspaper (like Almaden Times or Almaden Resident for your section of town) to see with what advance lead time and to what email address you should send a similar article for their calendar section.
- Send a similar article to the San Jose Mercury News. They do not normally print these articles, but you might be lucky. Your best bet is with the Resident and Times for your part of town.

Around 6 weeks before Book Sale:

- Talk with the Youth Librarian in your library to tell him/her on what dates teens are needed to help with the book sale setup, during the sale, and packing/cleanup at the end of the sale. At the writer’s library, teens are indispensable for lifting tables to bring them into the room, set them in the pattern which the Friends members request, and then bring in the full boxes of books and put each box on the table to be used for the category of books in the box.
 - Tell the Youth Librarian the days, hours, and number of students needed for setting up for the book sale, and for packing the unsold books at the end of the sale and moving the boxes back to the storage room.
 - During the book sale, the students can be quite helpful in keeping the books and media on tables neat and upright between bookends. If some books started on the floor under tables at the start of the sale, then the teens can move them up onto the tables as space becomes available.
 - Customers who buy a large quantity of books and media (several bags full) should be asked if they would like a teen to help them get their purchases to their car. If they would like help, then call for a student to get a book truck (cart), place the bags of books on it, wheel it to the customer’s car, and load the bags into the car.
 - At the end of the book sale, it is helpful if a new (fresh) crew of teens can help repack the unsold books and move the boxes of books into the storage room. Then they fold the tables and return them to the closet or other room from where they came.
- Hold the pre-sale meeting where the book sale details will be explained and planned, plus volunteers will be requested.
- List the book sale setup and sale hours, plus repacking and cleaning hours. Hours shown in this writeup are typical, but not necessarily the same for your library
- Book Sale Hours:
 - Friday 2:00 – 5:30 = set up tables, books, and media. It will be very helpful if area teens can do the lifting and carrying of tables and boxes full of books.
 - 3:00 – 5:30 = Friends members lift books & media out of boxes and arrange on tables.
 - Saturday 8:00 – 9:00 = Friends members do final arranging of materials on tables and float (change) into cash boxes at sale tables.
 - 9:00 – 10:00 Sale shift
 - 10:00-12:00 Sale shift

- 12:00-2:00 Sale shift
 - 2:00 Remove or reprice some sets & specials
 - 2:00 – 3:00 “Bag of Books/Media for \$5” sale
 - 3:00 – 3:30 Put really nice books into book nook
 - 3:00 – 3:45 Let Friends members from other branches come to take some books for their book sales
 - 3:15 – 4:15 Teens or other helpers pack unsold books and media and move to storage room. Teens clean and return tables to places from where they were borrowed for the book sale.
- Get volunteers from among Friends members at meeting:
 - 2 to phone Friday and Saturday shift workers
 - 1 to phone to remind shift workers of their times 3 days before sale
 - 2 to write Thank You Notes (if they will be written)
 - Membership Chairman (printouts to bring to meeting)
 - Book Sale (date) Work Shift Signups (to fill out as people volunteer)
 - Book Sale (date) Extra Sale Jobs (fill out for “extra” jobs “)
 - Price List to bring to meeting & discuss any changes:
 - Hardback \$1.00
 - Paperback 50¢
 - Sheet music (book) 50¢
 - Sheet music (single song) 50¢
 - Special Price sticker on cover
 - Sets Price on box
 - CD 50¢
 - DVD \$2.00 each
 - Audio book Price sticker on cover
 - **Special 2-3pm Sale Prices:**
 - Bag of Books & Media \$5.00
 - Single book or media item ½ price of the item earlier
 - Hand out the full list of Friends members to the officers + a copy for the workroom
 - Give a copy of the full list of Friends members to the person/people who will be calling for volunteers to work the various book sale shifts. This copy of the membership list should have the members not willing or able to work at the book sale crossed off.
 - Give flyers/posters to the member who will be posting some around the library or building, plus flyers/posters to the branch librarian who will be sending ones to nearby branch libraries for posting there.
 - Ask Friends members at the meeting to sign up on the printout for book sale shifts: “Book Sale (date) Work Shift Signups” and after all signups have been made, then give this printout to the member(s) who will be calling to get member signups for the book sale shifts
 - If the flyer has not already been posted in the book nook and on the donation bin, post these two after the meeting has ended (others will be posted later)
 - Start listing items to include in the Friends newsletter going out in around two weeks... the main item being the book sale date.

Around 4 weeks before Book Sale:

- Send Friends newsletter with main heading = book sale date and times.
- Put bookmarks telling patrons about the book sale at library checkout machines, at the Library Information desk, and in any other appropriate locations around the library, plus at the building's front desk (if applicable). Between now and the date of the book sale, check to see when more bookmarks need to be placed in any of these locations. This is your best advertising, for people who are already in the library because they like books and probably will want more books to read.
- Member(s) who volunteered at the pre-sale meeting to call to find members for working during setup, sale, and cleanup shifts at the book sale, now should start calling. If the list of Friends members is quite long, then calls should start alternately at the front or at the back of the list, to try to reach all members to get volunteers for each book sale
- It is time now to send articles to advertise the book sale in other print mediums: any Community Centers or Senior Centers near this library, plus any newspapers in the section of town in which the library is located (the Times and the Resident newspapers in the San Jose areas).
 - Community Center and Senior Centers usually have monthly bulletins describing courses and activities at their locations. The article sent to them about the book sale should include information similar to that listed above for City Councilmembers, etc.
 - Local newspapers (Times and Resident) may be willing to publish an entire article written by one of the librarians at your library including the facts about your coming book sale. If not, then send them the information similar to that sent to the City Councilmembers, etc.
- If there are schools in the area, check to see if they send home newsletters and ask if they would be willing to put a short article in their newsletter about the Friends of the Library book sales. Include information similar to that in other publications, and ask if you can also give the school some flyers to post and bookmarks to hand out.
- Unless you are at an extremely small library, chances are that there will be some books/media left over (unsold) at the end of your book sale. Chances are good that other branch libraries in town would like some of those unsold books to sell in their book sales. Now is a good time to send out an email to the contact person at each other branch library in San Jose to ask if they would like to come to your library at 3:00pm with a box (labeled with their branch library name) and select some books for their Friends group's book sales.

Around 2 weeks before Book Sale:

- Put up flyers (posters) around the library (around the building) in as many places as might catch the eye of people around the building.
- Continue to check for bookmark locations that need more bookmarks.
- Get paper grocery bags if any people still have any to donate to the Friends
- Check to be sure that all of the book sale shifts have been filled, and when/if a worker calls to say that they cannot make it at their scheduled time, find another volunteer to fill that time slot.
- Check to see if the San Jose Mercury News will advertise your book sale a few days prior to the sale day.
- Ensure that you have an updated drawing showing the layout of tables in the sale room and the category of books or media to be placed on each table. It helps the teens in setting up the tables to have approximate distances between tables when they are placing tables around the empty room.
- Ensure that you have category signs to place on tables as soon as the tables are arranged in the sale room: giving the category of books/media to be placed on each table.

- Ensure that several current price lists are printed in a large font to post on the walls in the sale room.
- Ensure that a price list in a smaller font is available to put on each sale table during the book sale (it helps to have a replacement, too, in case one price list is lost from a sale table).
- Ensure that there is a large poster for “Join the Friends of the XXX Library” to put up on an easel with a few photos from an earlier book sale, as well as reasons for joining the Friends to help the library.
- Ensure that for each sale table, you have ready:
 - one cash box
 - one list of prices
 - name tags for workers and teens plus Scripto pens for writing names
 - Sign-In Sheets, for setup and book sale days, one list for teens and another for Friends members
 - Sign-In Sheets, one for teens and another for Friends members
 - ballpoint pens for signing in
 - scrap paper for rough notes and calculations
 - bookmarks to hand out with date of **next book sale** at your library
 - Friends membership applications for your library’s Friends group
 - Bookmarks for coming book sales at nearby branch libraries
 - test pen (if desired) to swipe over bills of large denomination to ensure that they are legal tender, not counterfeit
 - anything else that you need for sale tables
 - spare paper grocery bags (if available)
 - Friends book bags for sale (if available)

Around 1 week before Book Sale:

- Hang the banner over the front door of the library building. Banner should say, “Book sale on – *this day/date...*” or maybe a pocket in the banner has the date.
- If your library has an A-frame sign (like realtor signs), saying, “Book sale on – *this day/date...*” place it on the sidewalk outside the library front door.
- One day this week, the treasurer should get the “float” from the bank (cash to be used for change). The amount of float needed depends on the size of your book sale (the number of books/media for sale).
- Six years ago, when the Friends of the Library book sales at this writer’s library brought in around \$2000 to \$2500 each, the float needed was around \$380.00
 - 160 quarters = \$40.00 (4 rolls, \$10 each)
 - 40 of \$1.00 = \$40.00
 - 20 of \$5.00 = \$100.00
 - 20 of \$10.00 = \$200.00
 - TOTAL = \$380.00
- Now, six years later, the donated books and media have increased so much that each book sale at this same library brings in around \$3500 to \$4000, and the float needed is now around
 - 240 quarters = \$60.00 (6 rolls, \$10 each)
 - 60 of \$1.00 = \$60.00
 - 20 of \$5.00 = \$100.00
 - 20 of \$10.00 = \$200.00
 - TOTAL = \$420.00

- The treasurer should keep the float until the book sale setup day and then bring it in, evenly divided with one part for each cash box to be used during the sale.
- Gather as many paper grocery bags as possible, preferably ones with handles
- Put up an easel with a large copy of the smaller flyer/poster in the front hallway so that library patrons see this reminder that the book sale will be happening soon.

Three days before Book Sale:

- Telephone all shift workers to remind them of shift day and time.
- Remind librarians who offered to bring in refreshments during setup/sale/cleanup of the days and times when workers would appreciate these refreshments.
- If your Friends group has a safe in which to keep money during the book sale, move the safe into the branch librarian's office and cover it with a dark towel.
 - Be sure that the two officers who have keys to this safe are bringing them into the library whenever they are there... and one key is there at all times during the book sale. Also ensure that there are several empty 5"x7" brown envelopes into which to store the money collected every couple of hours during the book sale.

Day before Book Sale Setup or Day of Setup & Book Sale:

- If some donated books in the Friends workroom are to be saved to be placed in the book nook after the book sale so that there will be some books for sale even immediately after the book sale, then this is the day to place brown wrapping paper over those shelves to "protect" those books from being taken into the book sale room.

Days of Setup and Book Sale, plus Packing/Cleanup

This will change at each library, varying by frequency of large book sale, room in which the sales are held, number and arrangement of sale tables, etc. There are so many variables that it is difficult to anticipate what the lists here should cover. In fact, it would probably be best for Friends members at each library to write their own lists of things "to ensure" and things "to do"

The lists below are only a suggestion for things as they are done at the writer's branch library. You need to arrange things in the way that they will be done for book sales at your own library. Please use the lists below only as guidelines for your own setup and book sale procedures.

Book Sale Setup

- Put out list of shift workers expected to show up (at sale table #1)
- Put out Sign-In Lists on yellow pads (1 for Friends, 1 for teens) & several ballpoint pens (at sale table #1)
- Put out Name Tags for all workers to write names & wear + Sharpie pens (at sale table #1)
- Teens set up tables in Community Room

- As tables are set up, Friends members put the sign for table category on the table to be used for that category
- Tape layout drawing of room/tables and list of categories on door of sale room
- Teach workers how to set up books: hardbacks = 3 rows per table; paperbacks = 4 rows per table, thin paper books = flat, if possible
- Teens set out all boxes of books, bookends, media (audio/visual) [place on table with matching category sign]
- Friends members remove books and media items from boxes and arrange on tables – teens also help with this after all boxes have been moved into the sale room
- Put empty boxes into corner of room or back into storage room
- Take camera and get a few pictures of setting up for the book sale
- Bring in books from the book nook to the sale room so that the only items **not** in the sale room are the two shelves in the Friends workroom of excellent books saved to start the restocking of the book nook at the end of the book sale as well as the hardback books in the bottom part of the book nook
- Put up signs on sale room walls for:
 - Book & Media Prices (1 sign above each sale table, plus 1 or 2 around room)
 - Dates of our next 1 or 2 book sales
 - BookSaleFinder.com poster (<http://booksalefinder.com/BSFposter.html>)
 - Our library's Friends Web site (URL) + a couple of photos from earlier book sales
 - Poster for "Join the Friends" including a couple of book sale photos
- Get ready for book sale day: blue Friends' aprons & green teens' vests near #1 sale table
- Sell/hand out at sale tables + special table: 1) book bags, 2) Friends Membership Application
- Move Friends' safe into branch librarian's office with brown towel covering it
- Put a brown grocery bag marked "trash" or "garbage" by each sale table
- After **all** setup is done, let helpers (Friends members & teens & library staff) buy books
- Count approximate number of books (no. of tables filled) in each category & record for future comparisons
- NOTE: if any outsiders come by and offer to help and then buy, tell them that they can come by the next day (book sale day) at 9:00am and buy; join the Friends if want to help with Friday setup for the next sale, and then can help and buy on Friday.
- Coordinator collect money for Friday afternoon purchases, put in 5"x7" envelope with date and approximate amount, and put in safe

Book Sale Day, hour before the sale starts:

- Hour before the sale starts:
 - Friends members and teens "read the books" to see that all are on tables for correct category & that all titles face in the same direction
 - Put A-frame sign outside main door ("Book Sale Today")
 - Put out list of shift workers expected to show up (at sale table #1)
 - Put out Sign-In Lists on yellow pads (1 for Friends, 1 for teens) & several ballpoint pens (at sale table #1), name tags, Sharpie pen
 - Ensure that box of supplies is at each sale desk: pens, scratch paper, bookmarks, cash box,
 - plus aprons, teen vests, paper bags, etc. by sale table #1

Book Sale Day, 5 minutes before the sale starts:

- Put change (bills & quarters) into two cash boxes and ensure that a Friends member will stay at each table with its cash box

Book Sale Day, Regular Sale Hours (9am to 2pm)

- At 9:00, ask librarian or staff to unlock the front door.
- Have a second Friends shift worker take a seat at each sale table.
- Sell books at 2 sale tables (The first two hours of the sale are always the busiest.)
- Approximately every hour or two, all day long, shift coordinator should remove checks and \$20, \$50, and \$100 dollar bills from each cash box, put them into a 5"x7" envelope, write on it the time, and store it in the Friends safe. Be sure to leave enough cash in \$20's to make change for a \$100 dollar bill. NOTE: We have recently discovered that we need to buy a special pen to use for drawing a line on a large bill (\$100) to ensure that it is not counterfeit. (look for pen)
- As each customer lays down their books by the cashier, cashier should separate items by "Special Price" sticker books, hardbacks, paperbacks, and audio-visual items; count items in each stack; then multiply by price for that category to get total price (note that "Special" items should have each price added separately, not multiplied)
- When lines get long at sale tables, extra workers help to speed up the selling process by counting the number of hardback and paperback books for each customer as they near a sale table
- Teens straighten books on tables and move any items in boxes under tables up onto the tables as space becomes available.
- Teens will help customers carry their purchases to their cars (use book trucks)

Book Sale Day, last 15 minutes of Regular Sale

- Announce every few minutes that selections must be paid for before the "\$5 Bag of Books" sale can begin
- At time of Regular Sale end, close doors to sale room so that everyone has no selections left!!! (Customers move into hallway at end of regular sale time) after paying for all items selected.
- When the time for the end of the regular sale has arrived, cordon off the Specials table and Sets... leaving the decision of where these books should go until the first few minutes of the "Bag of Books" sale.

Book Sale Day, Last Hour = "Bag of Books" sale:

- After everyone has paid and cleared the sale room, let customers back in. The first customers allowed in are the ones who have brought with them a "Friends of the Library" book bag. After all of these customers are inside, then start allowing the rest of the customers in, handing each of them a paper grocery bag.

Book Sale Day, After "Bag of Books" sale has started:

- Look through Specials to see if any should be moved to "regular" for next sale... put into Friends Workroom shelves for "regular" category table at the next book sale. Note that the

price stickers in the upper right corner of the front cover should be removed or price lined out with a black marker

- Teens pack up any Specials and Sets left, (note category on each box) and move these boxes to the storage room

Book Sale Day, near end of “Bag of Books” sale:

- Friends members select books in “very good condition” and move them to the book nook (along with any books saved in Friends Workroom on shelves covered with brown wrapping paper).
- Friends members from other library branches can get books for their own Friends book sales (ones who notified our branch prior to sale day that they would be coming for books).

At end of Book Sale

- After all selling has ended, treasurer takes money home and starts counting it, letting other officers know the approximate total when counting finished. (The final total will be confirmed after back deposit.)
- Teens pack all unsold books and move boxes to storage room.
- Teens pack all unsold media (mark boxes as “Media”) and move boxes to storage room.
- Teens clean tables, if needed, and return them to storage closet or place from where they were taken/borrowed. Also chairs should be put away.
- Leftover food & drinks should be moved to the library staff office area.
- Teen or Friends member walks dust mop around the floor, if needed.
- Ensure that the room is clear and in good condition. Then ask library staff to turn off the lights and lock the doors to the room.
- Library staff (with Friends helping) take down the banner from over front door.
- Friends member(s) gather A-frame signs and return to storage closet.

Week following Book Sale:

- Make three signs and post them in the librarians’ office area, the Friends Workroom, and in the Friends book nook giving the final book sale proceeds and the date of the next book sale
- Webmaster posts final book sale proceeds on the Friends Web site.
- Volunteer member sends thank-you notes (or email) to all shift workers, sorters, etc.... all Friends members and others who helped in any way with the book sale’s success, telling them the net amount earned at the book sale

2-3 Weeks following Book Sale:

- Hold post-sale meeting with Friends officers, librarian, etc.
 - Treasurer reports amount earned
 - Librarian lists way in which librarians and staff want to spend the money earned, and Friends vote to approve amount(s)... and often raise the dollar amount requested when the Friends bank account has sufficient funds
- Write Thank You notes to any company which donated water, bags, etc. to the Friends for the book sale

After Post-Sale Meeting:

- Send newsletter to all Friends members telling amount earned, names of workers who sorted, helped set up, sold, etc.... everyone who had any part in earning the funds for the library, how the librarians plan to spend the money [additions to library collection, special programs, library needs (water, boxes, equipment, etc.)], reimbursements for staff expenses, Friends' needs (such as bookends, etc.), and other news plus "Library News" by branch librarian
- Start sorting unsold books and media, keep any wanted to try selling at next book sale, offer more books to other branch libraries.
- Ask for San Jose Public Library truck to pick up boxes for King Friends (to go to main library's Friends of the library group) as the truck has space.

Good Luck With Your Book Sale!

Attachment A: Book Sale Flyer

The flyer which has been used to advertise book sales at the writer's branch library has been used successfully for many years. It is one page, 8.5"x11", printed on shiny, white photo paper, and can be printed on any computer. It is not really necessary to have these produced at a professional print shop.

Since the master was written in MS Works and the date of the book sale is on one line, all that needs to be changed from sale to sale is the sale date on that one line. A member of the Friends of the Library at each branch library can modify the design or the artwork, can add artwork or wording, or even create a totally different flyer. It has been tried various ways over the years, and it seems easiest to write it in MS Word, making it very easy for anyone with a PC to change the date and print the flyers for future books sales.

See the flyer below:

**FRIENDS OF THE
ALMADEN LIBRARY**

BOOK SALE

5445 CAMDEN AVE.
(CAMDEN AVE. near ALMADEN EXPWY)

Saturday, May 3

9:00-3:00

General Sale

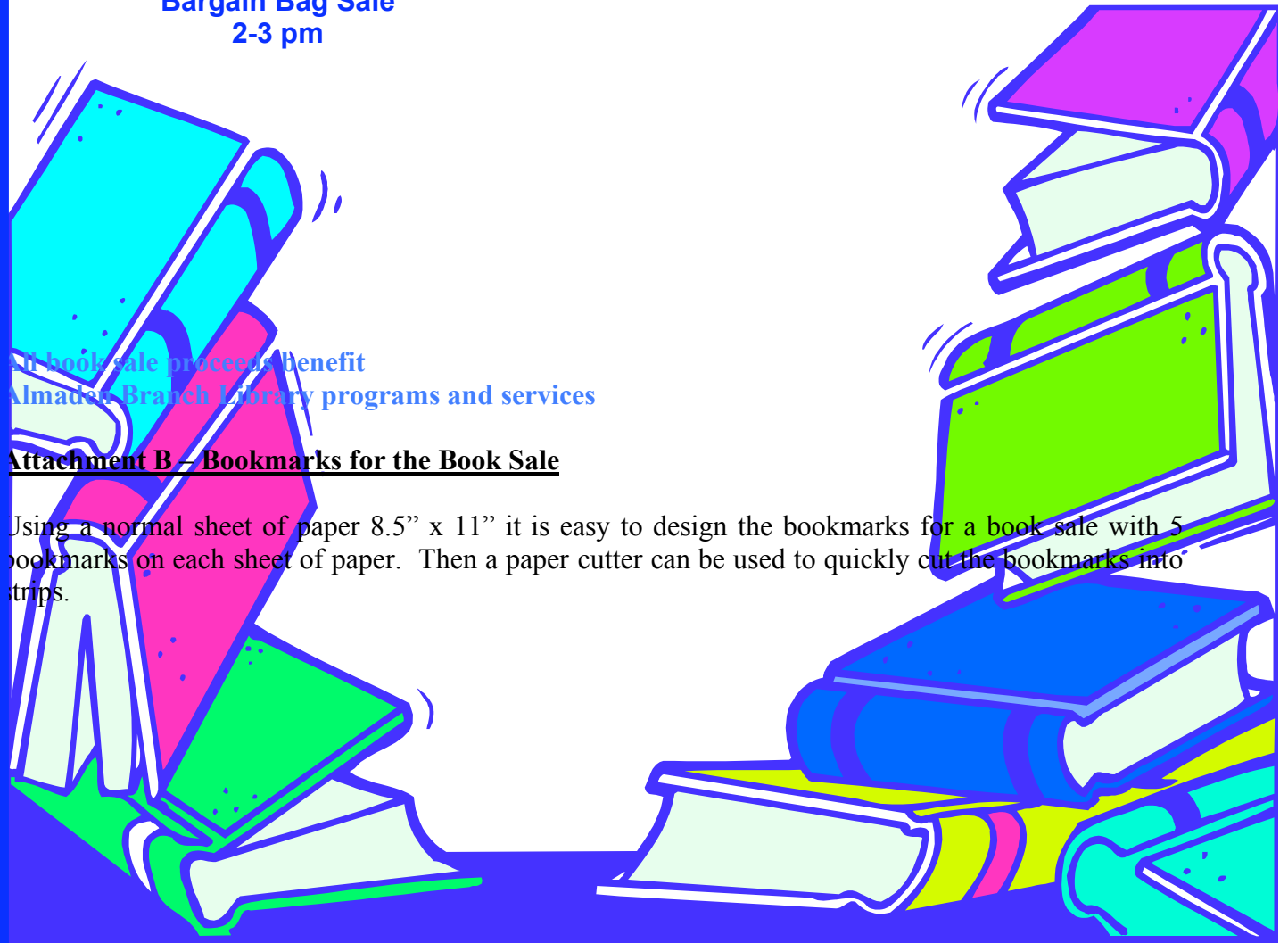
9 am - 2 pm

**Bargain Bag Sale
2-3 pm**

All book sale proceeds benefit
Almaden Branch Library programs and services

Attachment B – Bookmarks for the Book Sale

Using a normal sheet of paper 8.5" x 11" it is easy to design the bookmarks for a book sale with 5 bookmarks on each sheet of paper. Then a paper cutter can be used to quickly cut the bookmarks into strips.



Book Sale

Friends of the
Almaden Library
6445 Camden Ave.

Saturday,
May 3, 2014
9am - 3pm

2-3pm:
Bag of books-\$5
Media = 1/2 price

*Helps to support
Almaden Library
programs and
additions to our
library collection
(books & media).*

our Web site:
AlmadenFriends.org

BYOBag

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**BOOK
SALE**

Trays sold for holding knives, forks, and spoons can be found in a good size for holding these bookmarks such that stacks of them will stay neatly in an area for library patrons to take one or more home with them. A more helpful reminder of a book sale date has yet to be found.