

Book Selling Tips

When a book is donated to the Friends of the Library, several steps should be taken to look it over to ensure that your group wants to keep the book to sell it:

- First, check to see if this is a library book, which was put into the Friends donation bin, rather than into the library return slot.
- Look it over on front, back, and all edges to ensure that it is clean, not nibbled upon by child or animal, not written on (excessively) other than possibly having a name on it. If any of these conditions are true, then the book should be discarded. Discarded books should be put into the Recycle bin if they are paperbacks (without a CD or DVD inside) or put into the Trash bin if they are hardbacks or have a CD or DVD inside. They are also Trash if they have a ring binding or anything other than paper on or in the book. In the case of a CD or DVD, if the book itself is paperback, you can tear out the page (or cover) where the disc is attached, and then put the book into the Recycle bin, putting just the disc into the Trash bin.
- Next, leaf through the book to ensure that there is no writing on the pages or highlighting on the pages. At the same time, leafing through the book, remove any bookmarks left in the book. It has happened that items have been found in donated books such as photographs, airline ticket stubs, cash register receipts from the purchase of the book, money (yes, bills of legal tender as much as \$30 in one case), checks (still within the time frame that they can be cashed when returned to the person to whom they were written), and even _____ . . .
- While looking through the book, use your judgment as to whether it is too old or too dirty. Basically, if it is in either category, to the extent that you would not like to hold it to read it, then other people would probably also not like to hold it. Discard it.
- There are many other criteria to check while examining incoming books, and these vary at individual libraries. When new Friends members volunteer to help with sorting, they should be “trained” on what to look for, how to judge each book, what category a book should be placed into, if a book is nice enough to sell in the book nook or if it should be saved for the large book sale, etc.

Media donations need different checking -

- First, look to see if it belongs to the library and was put into the Friends donation bin rather than into the library return slot.
- The next thing to check about a new media donation is “was this a professionally produced disc”? No home-copied CDs or DVDs can be sold at the Friends of the Library book sale; they are probably copies illegally, and the Friends do not want to take part in illegal sales or even giving away illegal discs.
- Check next to see if the title on the cover matches the title on the disc. If not, then the item must be discarded in the Trash bin.
- Media must be examined in other ways such as “does the disc inside the case match the cover image and title on the outside of the plastic case”?