

2008 Divinity School Book Sale – A Guide for Book Sellers

Dates: Friday, May 16th from 12 p.m. to 5 p.m.
Saturday, May 17th from 9 a.m. to 5 p.m.
Sunday, May 18th from 9 a.m. to 2 p.m.

Preparing your books for the sale:

1. You are responsible for identifying and pricing your books. (As a rule of thumb, usually books are priced at one-third to one-half list price – depending on how badly you want the books to sell and the condition of the book.)
2. Please use ¾” round self-adhesive labels (available free to sellers at the Divinity School Coffee Shop) to price your books. Place the sticker in the upper right hand corner on the outside of the book. Include on the label your seller I.D. number (in the upper left) and the price of the book (in the lower right). We cannot be responsible for missing labels. If you have concerns about losing labels, write your I.D. number and the price on the lining page in addition to the label.
3. Be sure to note on the sign-up sheet, located on the bulletin board in the basement of Swift, if you want to reduce your pieces by 50% on the final day of the sale (Sunday, May 18th). There you will also secure your seller I.D.
4. **Books MUST BE delivered to the third floor lecture room of Swift Hall on Thursday, May 15th from 9 a.m. to 5 p.m. or Friday, May 16th from 9 a.m. to 12 p.m. (If at all possible, Thursday is the better day for our set-up.)**

Payment for sales:

1. The Divinity Students Association will retain a percentage of gross sales according to the following schedule: 33% for books from journals, 25% for books from booksellers and most individuals, and 15% for books from Divinity School Students.
2. Be sure we have the correct name and address to mail you the check for the balance due. Checks will be mailed approximately ten days after the sale.

Picking up leftover books:

1. You may choose to donate any leftover books to the Divinity Students’ Association. We will either retain them for next year’s sale or donate them.
2. If you choose to pick up your leftover books, you must pick them up from the third-floor lecture room in Swift Hall on Monday, May 19th between 11 a.m. and 2 p.m.
3. Books that are not picked up on Monday, May 19th will be placed in the basement hallway of Swift Hall until 4 p.m. on May 30th. At that time they become the property of the Divinity Students’ Association. They will no longer be available for you to pick up. Unfortunately, we cannot be responsible for any books left past 2pm on Monday, May 19th.

Questions:

Please call Jeff Lehn at 651-260-8174 or email at dsabooksale@yahoo.com

Thank you for participating in this year’s book sale!