

2009 Divinity School Book Sale – A Guide for Book Sellers

Dates: Monday, April 6th from 9 a.m. to 5 p.m. *for Divinity School only*

Tuesday, April 7th from 9 a.m. to 5 p.m. *open to all*

Wednesday, April 8th from 9 a.m. to 5 p.m. *open to all*

Preparing your books for the sale:

1. Sign up for a seller I.D. number, either by emailing dsabooksale@gmail.com or on the poster on the bulletin board in the basement of Swift Hall. Be sure to note if you want to reduce your pieces by 50% on the final day of the sale, and initial to note your agreement to the procedures outlines in the Guide for Book Sellers.
2. 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.)
3. 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 seller I.D. number and the price on the lining page in addition to the label.
4. **Books MUST BE delivered to the third floor lecture room of Swift Hall on Saturday, April 4th from 9 a.m. to 5 p.m. or on Sunday, April 5th from 9 a.m. to 12 p.m. Thursday.** (If at all possible, we prefer Saturday.)

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. Price your books accordingly.
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 unsold 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 Wednesday, April 8th from 5 p.m. to 8p.m.
3. Books that are not picked up on Wednesday, April 8th will be placed in the basement hallway of Swift Hall until 4 p.m. on Friday, April 17th. At that time they become the property of the Divinity Students’ Association and will no longer be available for pick up. Unfortunately, we cannot be responsible for any books left past 8 p.m. on Wednesday, April 8th.

Questions:

Please call Amanda Guthrie at 484-716-1205 or Jack Clark at 708-380-0056 or email at dsabooksale@gmail.com

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