



Uni High Book Bar

Instructions for sellers

Preparation:

- Make sure that the books you want to sell are on next year's booklist.
- Fill out the "Seller Booklist" form: enter your name, graduation year, room number, mailing address for your check if your books sell, and list the books and prices. Please type or print clearly.
Round the prices to whole dollars.
- If you want to sell books in more than one room, fill out separate forms for each room. You might want to keep a copy of the forms for your record.
- Make sure your name is written inside your book covers.
- Cut and fill out a "Book Bar Book Slip" form for every book you want to sell and attach it to the book with a paper clip or a single piece of tape.
- The information about the textbooks prices found online is in the "BookBarBooks2018" file. If Illini Union bookstore prices are listed, those were the prices from last year as they do not have the Fall texts yet priced.
- Books not accepted for the sale this year can be donated.

Before sale:

- Bring your books to the corresponding classroom on sale day during the hours indicated, or to the kitchen during book drop hours.. Give your book list to a Book Bar volunteer.
- Place the books on the indicated tables by subject.

After sale:

- You may check if all your books were sold in about 15 min after the end of the sale, and pick up your unsold books (if any). We will also send an e-mail, listing all the students whose books were not sold/claimed. Therefore, if you need to leave before the end of the sale, you may wait for the e-mail and claim your books during the next week. **Any books that are left after 4 PM on Friday, June 15th, will be donated to school.**

Payments:

The Book Bar payments will be mailed to the address you indicated by the second week of June. A small setup fee will be subtracted if total sale exceeds \$15. (\$0.50 for sales \$16 – 40; \$1.00 for sales \$41-100, \$2.00 – for sales >\$100). The proceeds will be used to help economically disadvantaged students with school supplies.

All the checks must be cashed within 90 days after the date they've been issued. Any money left in the Book Bar account by the end of September will be donated to the school.