Library

I. **Receive Items for Book Sale**
   A. Items withdrawn by Discard Committee
      1. Make changes to Bib record, stamp WITHDRAWN, black out barcode, remove orange patron cards, and desensitize.
      2. Sort by subject categories and price.
      3. Place on shelves in holding area sorted by subject category.
   B. Patron Gifts and Gifts to the Friends
      1. Review for possible addition to collection. Items not added to collection can be sorted and priced.
      2. Black out personal messages with permanentarker.
      3. Sort by subject categories and price.
      4. Place on shelves in holding area sorted by subject category.
   C. Friends will schedule a work day, if necessary, to price and sort larger donations. Library will assist.

II. **Pack Items for Book Sale**
   A. Obtain boxes with help from Friends Arrangements Committee. Check with library binding area to obtain boxes.
   B. Pack books in boxed by subject while noting the following:
      1. The number of the box.
      2. The number of books in each box
      3. The subject area covered in the box
      4. The total value of the books in the box
      5. The number of withdrawn library books in the box.
   C. Keep packed boxes in holding area until day prior to sale.

III. **Help Plan the Sale with the Friends Committees**
   A. Assist Friends in designing posters and table tents if requested.
   B. Send letter to Director of Housing for permission to distribute table tents to dorm dining areas. Must include samples of proposed table tents (2 week before sale). Signed copies of this letter must be presented to managers of DHH, Wads, and McNair prior to distribution of table tents.
   C. Send information to WMTU, WGGL, Daily Mining Gazette, Tech Topics (topics@mtu.edu), Electronic Bulletin Board, Tech Lode (two weeks prior to sale).
   D. For the MUB, see the Manager for permission to distribute table tents in the MUB; provide samples of table tents (1 week before sale).
   E. Distribute posters (1 week to 10 days prior to sale)
      1. Send to teach academic department for posting
      2. Post on bulletin boards in each academic building.
      3. Request permission to post on MUB kiosks.
F. Distribute table tents (week of sale)
   1. Must have copy of signed permission slip to give managers of dorm dining areas.
   2. Number of tents needed:
      - MUB cafeteria: 156
      - Wads cafeteria: 94
      - Wads Snack Bar: 35
      - McNair: 51
      - DHH 36

G. Prepare memo with total value of boxes before the sale (see section II).
H. Solicit for paper and plastic bags from staff to be used at the sale.

IV. During the Pre-Sale/Sale
A. Set out subject area signs from last year.
B. Bring collected paper/plastic bags to sale.
C. Obtain from Circulation: clipboards, bookends, hand truck
D. Coordinate the moving of the books from storage to the sale by Friends volunteers.
E. Inform volunteers of sales procedure. Work with treasurer after Pre-sale and sale to tabulate and photocopy sale sheets etc., if necessary, for library records.

V. After the Sale
A. Library staff will help identify books which should be saved to sell at the next sale; coordinate the storage of these books.
B. Return clipboards, bookend, hand truck to Circulation.
C. Gather and store subject-area signs.
D. After the sale, give a copy of the list of information from V.G above to the Comptrollers Office.
Treasurer

I. In Advance of the Sale
   A. Gather calculators, sale sheets (if necessary), pens/pencils, small boxes. Library will supply bags.
   B. Obtain change for sale: fives ($20), ones ($4), quarters ($30), dimes ($15), nickels ($6). Cash box and clipboards are available through library, if desired. Change → $100 → $50 in $5's → $20 in 25¢ (2 rolls) → $5 in 10¢ (1 roll) → $2 in 5¢ (1 roll) = $177

II. Day of Sale
   A. Arrive early before pre-sale and on the day of the public sale to double-check book-sale area. Arrange for someone to be in charge of the Cash box when you are not present.
   B. Monitor receipts and make deposits to Friends' account throughout the sale as necessary. Always have the volunteer minding the cash-box sign a receipt for monies withdrawn.

III. After the Sale
   A. Count money with Arrangements Committee representative.
   B. Tabulate all book-sale sheets according to library procedure if this is necessary. Work with Bob Marr.
   C. Prepare a financial summary of the sale indicating all revenues, costs, and the net profit. Present to the board of the Friends.
   D. Authorize $800 to the Library to be used to renew the paperback collection.
Arrangements Committee

I. Before the Sale
   A. Reserve room for pre-sale and sale.
   B. Reserve tables for sales; arrange for delivery and return (how many?).
   C. Arrange for pick-up of book donations when requested by donors.
      Donations of fewer than four boxes can be brought directly to the Library
      for sorting, pricing and storage. Special arrangements for storing larger
      donations must be made.
   D. Contact Backroom Books (or other booksellers) to arrange for the disposal
      of unsold books remaining after the sale. Possible ideas are to sell them
      all for one price, but require that they take all.
   E. Coordinate work of treasurer, library, and various committees to be sure
      there is communications among groups; volunteers may need instruction
      sheets.
   F. Arrange for special parking permission, if possible. Suggestions include
      receiving permission for sale patrons to park in the staff lot behind the
      MUB.
   G. Close to, but in advance of the sale, schedule a work-day with Library
      staff to price and sort larger donations. Arrange for transportation of these
      donations to sale.
   H. Solicit boxes for book storage (perhaps from Chem Stores?); bring to
      Library for storage.

II. During the Sale
   A. Provide coordination among groups to make sure that the sale goes well.
   B. Handle emergencies.

III. After the Sale
   A. Close out the cash-box with the Treasurer.
   B. Coordinate the disposal of the unsold books.
   C. Gather input from all participants; make a record of procedures to be used
      at the next sale.
Publicity Committee

I. Before the Sale

A. Solicit faculty, staff, and community members for book donations through Library newsletter, Friends newsletter, Tech Topics, Lode, Daily Mining Gazette, radio (WGGL).

B. Design posters and table tents; library staff can help (Bob Marr) if needed. Posters should advertise the pre-sale and indicate that patrons may join the Friends at the pre-sale to qualify for that event. Also, the rules of the sale should be indicated, i.e. during the last day of the sale, books are half-price from 3-6pm and $2/bag from 6-7pm. The sale is to be advertised as the Friends Book sale.

C. Send completed design to Print Shop for printing. Order 400 table tents, and 50 posters (8.5 x 11") and 75 posters (8.5 x 14").

D. Work with Bob Marr from the library on distributing table tents and posters (see library instructions, sections III.B,D,F). Friends will handle off-campus posting, e.g. in downtown businesses.

E. Work with Bob Marr from the library to announce the book sale to the local media (see Library, section III.C).

F. On the day before the sale place large posters with "TODAY" on all outer doors to campus buildings. Do not place on doors to EERC, MUB, and all dorms. The posters must be removed the evening of the book sale or early the next morning.
Personnel Committee

I. Before the Sale
   A. Arrange for volunteers for the following (note: non-board members should be recruited as much as possible):
      1. Set-up and moving books (8-15 people with strong backs). Work with Bob Marr to set up sale.
      2. Day of sale workers: 2-3 people in one-hour shifts for sales; teams to carry books to patron's cars; roving workers to tidy the sale and to consolidate tables as they empty.
      3. Clean-up crew (8-12 people with strong backs). Work with Bob Marr to break down sale. Library staff will determine which books should be stored (Bob Marr). Unsold books are handled as determined by the Arrangements Committee.

II. During the Sale and Clean-up
   A. Make sure that volunteers show up and that work stations are covered.
   B. Coordinate teams carrying-out books for patrons.