

GUIDELINES FOR BOOK DEALERS AND OTHER LARGE ORDER CUSTOMERS

Our Big Book Sales are loved by many – kids, seniors, families, educators, book worms, and book dealers. To promote a safe environment in the busy Library lobby and facilitate a positive shopping experience for everyone, we are implementing some new guidelines that apply to book dealers and other large order customers (purchasers of multiple containers or bags of books):

- You may use two types of containers for collecting books to purchase – either “Rubbermaid-style” tubs (approx. 26” x 19”x 13”) or boxes equivalent in size to a standard “bankers box” (approx. 24” x 12” x 10”).
- **Once you accumulate three tubs or five boxes, you must pay and remove purchases from the Library before further shopping is allowed.**
- Books should be packed no higher than the sides of the container.
- When each container is full it should be moved to a designated space in the lobby for counting. **No containers or bags may be stored in rooms, corridors, or undesignated lobby areas.**
- Designated lobby volunteers will count each container, cover and tape it as final, and attach a tally slip with book count and \$ total.
- When a customer’s container limit is reached (or they are ready to purchase) the counter will aggregate the individual tally slips and provide the customer with one final signed tally slip for presentation to a designated cashier.