

GUIDELINES FOR BOOK DEALERS AND OTHER LARGE ORDER CUSTOMERS

The following guidelines for book dealers and other large order customers (purchasers of multiple containers or bags of books) have been established to ensure a safe and positive experience for both library patrons and book sale shoppers. Thank you for understanding.

- You may bring in 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”).
- **You may bring in TWO tubs or FIVE boxes at a time.** Please do not store any more tubs or boxes in the lobby.
- 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.
- Once the shopper’s container limit has been reached the counter will provide them with one final signed tally slip to present to the cashier. The cashier must sign the tally slip to confirm payment before the containers can be removed.
- **Once TWO tubs or FIVE boxes have been filled you must pay for your books and remove them from the library.** You are welcome to return and shop as many times as you wish, following the above procedures.