

# Book Exchange Sellers' Guide

Fall 2008

## 1 About the Exchange

Thank you for participating in the Alpha Phi Omega Book Exchange. Through this exchange, we are hoping to provide a service for both sellers and buyers. Sellers can get rid of old textbooks, recovering some of the cost, and buyers can get textbooks at a price significantly lower than they could find anywhere else.

Alpha Phi Omega is acting only as an intermediary between the buyer and seller. As a seller, you set your own prices, and if any of your books are not sold, then we will return them to you along with the money for the sold books. We allow you to set a lower price for the last day in an attempt to make sure the book gets sold. If you don't want to do this, you can simply make the regular and last day prices the same. You will receive 95% of the proceeds from the sales of your books. We take 5% to cover the cost of operating this exchange. We take no responsibility for lost or stolen books, though we will make every effort to ensure that your books remain safe.

If you have any questions, please send email to [book-exchange@mit.edu](mailto:book-exchange@mit.edu).

## 2 Registering Your Books

Books can be registered at the end of term (Sunday May 18 – Wednesday May 21), during the Drop Off Week prior to the exchange (Monday August 25 – Friday August 29) or during the exchange itself (Monday September 1 – Friday September 5).

Dates	Times	Location
Sunday May 18 – Wednesday May 21	10pm – midnight	24 Hour Coffeehouse, 3rd floor of W20
Monday August 25 – Friday August 29	2pm – 7pm (projected)	APO Office (W20-415)
Monday September 1 – Friday September 5	10am – 5pm	Mezzanine Lounge (W20-307)

We are also holding additional drop-off hours from Monday May 19 – Friday May 23, noon – 2pm on the 1st floor of W20, and from Monday June 1 – Thursday June 5, 11am – 2pm in W20-415 (the APO Office).

1. Bring all of your books with you to registration. It's helpful if you decide beforehand what prices you want to charge for your books.
2. During registration, we will ask you for your biographical information and store it in our Customer database. Your information will be kept completely private and will only be used to contact you for Book Exchange purposes.
3. Decide whether or not you will pick up your unsold books. If you would like to have these books returned to you, you will be given a check for the books that were sold when you come to pick up the unsold books. If you do not wish to pick up these books, we will use them for charitable purposes and mail your check to the address you have provided.
4. We will scan your books to enter them into our database. Based on the ISBN (a number on the book's barcode), the database will automatically be filled in with the correct information for the book.
5. After each book is scanned, we will ask you to set its price. You are welcome to charge as much or as little for it as you wish. If you want to offer the book at a lower price on the Friday of Book Exchange, tell us that price too.

### **3 Picking Up Your Books and Check**

From Monday September 15 – Friday September 19, at 2pm – 8pm (projected), you can come to the APO Office (W20-415), on the fourth floor of the student center and pick up your unsold books and check. If, for whatever reason, you cannot make it during these times, please send mail to [book-exchange@mit.edu](mailto:book-exchange@mit.edu) and we will attempt to set up some time for you to come in.

If you chose to have your unsold books donated to charity, your check will be mailed to you a few weeks after the Book Exchange has ended.