

GENTLY USED BOOK SALE BOOK COLLECTION AND SORTING GUIDELINES - 2012

The Gently Used Book Sale is celebrating its Eleventh Year! We have developed a great reputation as the best organized used book sale in the area.

The sale has grown dramatically since its inception. We have developed detailed book collection and sorting guidelines to help us handle over 100,000 items that must be organized over a 7 week period before the sale.

We collect books and media from three main sources:

- A. School PTA book drives – count for Owl Plaque & profit sharing
- B. Community donations and business book drives
- C. School district library and school book discards

To encourage donations, we have competitions among the school PTAs for the traveling Owl Plaque. It goes to the small elementary, large elementary, middle, and high school with the largest number of books donated per student.

This year we are adding an opportunity for the local PTAs to raise funds for their own PTA – it is based on number of books, counted/sorted status, and the date of delivery. You should have received the details of this easy fundraiser by now. If not, be watching your email inbox for upcoming weekly updates regarding the Book Sale. And don't forget to check our website at www.GentlyUsedBookSale.org.

To minimize handling, we have created counting and sorting guidelines for the books coming to the site.

- D. Sort the items into four categories – Adult Fiction, Adult Non-fiction, Childrens, and Other (Media)
- E. Separate box per category – put quantity in the box on the box label sheet (copy of the form on the council website and GUBS website).
- F. Delivery to the book site. The school district will deliver 10 or more boxes from any of the district schools. Email penap@cfbisd.edu for pickup and delivery – please have the books counted, sorted, labeled and ready for pickup before calling. Also please have the books in an area that allows for easy pickup – either the front office area or the cafeteria area. The guys work first and second shift – there may not be someone in the school office to tell them where the boxes are located. They cannot deliver from personal or business addresses.
- G. You may deliver school drive items yourself. We always ask where dropoffs are coming from. These need to be counted and sorted to be included in the competition and profit sharing.
- H. The district employees also deliver the school discards. We do not ask the school employees to count and sort their discards. The discards do not count towards the school PTA drives. Books from the school library are included in this area and may not be included in the PTA drives. They are recorded as School Library.
- I. Community donations come from people who see our ads and from previous customers. These are recorded as community. We do not ask that these donations be counted and sorted by the donors.
- J. Everything is logged in at the site. Remember, everything is counted – we like to brag about our totals! The Book Sale Committee will create and update a spreadsheet to track all donations. The spreadsheet numbers will be used for profit sharing.