



## King County Library System/ Book Sale Checklist

<b>Big book Sale Check list</b>			
What	When	Who	Actual date
<p><b>Storage in anticipation of sales.</b>            The KCLS warehouse at Preston has limited space for storing boxes of materials in anticipation of an annual or special sale. By prior arrangement Friends can pack KCLS provided Tetrapak boxes year round, label them (see below) and send them to be stored. This storage may include special books for a single or topical sale that are labeled in a way that makes them distinguishable from the general sale. Colored paper works well.            Labels should read <b>Name of group, sale name, box 1, 2 ,3, etc. of (total number)</b></p>	Year round	Friends pack and keep track of total number of boxes.  Liaison makes arrangements with shipping.	
<b>Book sales - preplanning</b>			
Set book sale date, this sets all subsequent dates. Include days before for set up and time for take down.	Months ahead	Friends and Liaison	
Book meeting room for all days.		Liaison	
Calculate needed number of tables, order tables if needed from Facilities or own cluster libraries.		Liaison	
Reserve Book Sale banner using Community Relations display catalog on the intranet		Liaison	
Put sale in Event Scheduler		Liaison	
Decide upon publicity, bookmarks and/or 8 ½ x 11 flyers		Friends and Liaison	
Submit publicity request to Graphics	3 months ahead	Liaison	
Create MapCon to arrange for Facilities to hang banner	1 month ahead	Liaison	
Approve Publicity proof from Graphics	6 weeks ahead	Friends and Liaison	
Ask Shipping for to deliver stored boxes from Preston on the planned date for set up. Reconfirm one month before and week before.	When date is set, reconfirm in month before	Liaison	
Contact KCLS Foundation for customer incentives (cookbooks and reading related cards) if you want them.	One month before	Liaison	
Preplan set up logistics, room arrangement, volunteer coordination, food and drink, any member sales days.	Month before	Friends	
Recruit volunteers for heavy lifting, sorting and set up in presale days. Recruit for cashiers, volunteer coordinators,	Well before	Friends	



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membership checker, restock and take down crew on sales day.			
Assign staff persons to formally liaison with Friends during set up, sales day and take down.		Management team	
Plan meeting room arrangement by subject area. Make map.		Friends	
Create subject signs for sales tables and price lists.		Friends	
Contact Thrift Books, if they are your partner, for PO number to use in passing on leftover books.		Friends	
Determine other non-profit for sale leftovers, if not Thrift		Friends	
<b>Book sale, set up days before</b>			
Get packaging tape	Days before	Friends	
Preprint labels with Thrift PO number, if using		Friends	
Have check in - hours - tracking list and IDs for volunteers		Friends	
Have copies of maps of room layout for set up crew		Friends	
Have cash box ready – suggested totals: \$20 in change, \$25 ones, \$30 fives, \$30 tens = \$105		Friends	
Reconfirm how member sale will be run, if holding one		Friends	
Confirm dates and times with volunteers.			
Have plan for day of sale bank deposits.			
<b>Room set-up</b>			
Set up room according to preplan		Friends	
Unpack boxes and sort books by subject, place back into now empty boxes by subject as tables fill.		Friends	
Place books spine up with full boxes of same subject as Bookends.		Friends	
Place extra books, spine up in boxes under subject area.		Friends	
<b>Day of sale</b>	Day of		
Set up cashiering area/checkout		Friends	
Set up snack, drinks for volunteers in secure area		Friends	
Make sure aisles are clear		Friends	
Coach cashiers and restock volunteers			
Make periodic bank deposits as needed.			
<b>Open the doors and have a great sale!</b>			
<b>After the sale</b>			
Materials not sold cannot be returned to Preston, pack them up for Thrift Books or your other chosen agency. Box them up with their labels on and set them together at one side of the meeting room.	Day of	Friends	
If sending to Thrift mark all boxes with labels: <i>Thrift Books,</i>			



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<i>name of group, PO number provided by Thrift</i>			
Trade paperbacks and mass market paperbacks in top condition are very welcome as donations to the KCLS Quick Reads Shelves which offer free reading material in locations that include food banks and low income health clinics. Pack them up and send them to Elsa Steele in the KCLS Service Center.			
Take down subject signs and all other signs.		Friends	
Take down tables, separate them if they came from different sources, place borrowed tables together against the wall.		Friends	
Use Mapcon to alert Facilities to remove tables, if any, and banner.	In advance	Liaison	
Alert Shipping to pick up boxes for Thrift books.		Liaison	
<b>Calculate your success and report to Friends and staff!</b>		Friends and Liaison	