

Second Hand Book and Uniform Sale

Procedures for the second hand
Book and uniform sale for 2021

Collection Days: Thursday 25 November and Monday 29 November 3.30pm-6pm
Book/Uniform Sale Day: Thursday 2 December 2pm – 7pm
Collection of unsold items: Tuesday 7 December 3.30pm-6pm

Collection of books and uniform for the sale is in the Library at Reservoir High School. The Second Hand Book and Uniform Sale is a Well-being Fundraiser, with all proceeds to support the Well-being Department of Reservoir High School. Please note that book orders for 2022 with 'North of the Yarra' close on Tuesday 8 December. **The sale will be both cash and card in 2021.**

Bringing in your books and uniform to sell

Check the list of second hand books available for sale to see if your book is current and the correct edition.

If the book is clean, complete and not torn it is in good condition.

If it has minor scribbles or minor tears it is in fair condition.

If it has scribbling throughout or is incomplete it should not be for sale (please note - workbooks must not contain any writing or highlighting).

Condition will be determined on Collection Days

Reservoir High School reserves the right to fix the sale price of the books at two thirds of the retail price as stated in the new booklist if in good condition and one half if in fair condition

- Use the Individual Book Sale Sheet for **each** book. These are available in the attachment from the Compass communication, at the General Office and at the Library on the Book Collection Days. You may wish to complete the personal details before photocopying each sheet and completing the particular book details to save some time.
- List all the books for sale on the Seller's sheet, include the sale price and indicate if unsold books are to be **collected or donated**.
- Bring the books (each with the Individual Book Sale Sheet sticky taped to the inside front cover) and the Seller's Sheet to the Library at the collection times of **Thursday 25 November and Monday 29 November 3.30pm-6pm**. **We are unable to process or collect books for selling on the day of the sale.**
- The Seller's sheet will be signed by a Book Sale Volunteer after the books have been checked.
- The school will keep the Seller's sheet for checking on Money/Book Collection Day on Tuesday 7 Dec

Conditions of Sale

1. Reservoir High School reserves the right to fix the sale price of all textbooks as two thirds of the retail price as stated on the book list if in good condition and one half if in fair condition
2. **Reservoir High School will deduct the following amounts for each book sold for Well-being fundraising:**
\$2.00 for books less than \$20
\$4.00 for the value of \$20 - \$40
\$6.00 for books over \$40
3. Unsold books not collected **by 6pm Tuesday 7 December** will be considered to be donations to the school

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Uniform

Check the list of uniform that is able to be sold as part of the second-hand uniform sale. Please note all uniform included in the sale must be washed prior to being accepted. Soiled or torn uniform items are not accepted for sale. White shirts and blouses will not be sold in the 2021 sale.

If the uniform is clean, complete and not faded it is in good condition.

If it is clean, complete and faded, it is in fair condition.

Ripped or soiled uniform should not be for sale

Condition will be determined on Collection Days

Buying second hand books and uniform

Prior to the sale mark the "Current books to be re-sold or purchased for 2021" sheet with a tick in the appropriate column (good condition or fair condition) for each book you wish to purchase. Mark the "Current uniform to be re-sold or purchased for 2021" sheet with a tick in the appropriate column (good /fair/poor condition) for each item of uniform you wish to purchase

How it works on the sale day

Arrive at the Library. Please note that doors will not open prior to 2pm. Due to COVID restrictions and as required, Sale Volunteers will organise an orderly queue. Indicate on the "Current Books to be re-sold or purchased for 2021" sheet the books you wish to buy. Pass this sheet to a Sales volunteer who will fill your order. Uniform can be tried on prior to purchase and this year purchases can be made in cash or via card.

Collection of proceeds and unsold books and uniform

- Unsold books and unsold uniform marked to be returned can **only** be collected on Tuesday 7 December from 3.30pm-6pm in the Reservoir High School Library.
- **All proceeds from sales will be returned to families either via Cheque or transfer to School account.**

Any books or uniform not collected on this date will be considered to be donations to the school. Donations also support the Well-being Team to provide for students throughout the following year.