

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: ASB Textbook Consignment

Adoption Date: 12/15/98

Responsible Area: Associated Student Board/Student Services

Responsible Office: Vice President, Student Services/Research

Policy Reference: None

1. The ASB Office will collect books during ASB Office hours.
2. The seller will set the price of the book
3. ASB will mark the book up by 10 percent and keep the 10 percent profit when the book is sold
4. The following rating system is used to categorize books. An ASB Senator will rate the book. The rating is final.
 - 1- Best possible
 - 2- Used moderately, corner slightly worn
 - 3- Typical used book; bent pages, some writing, binding should be good
 - 4- Abused more than normal, highlighting, few torn pages, moderately loose binding.
 - 5- Trashed, will not sell
 - 6- Books from special programs (EOPS, DSP&S) will not be accepted.
5. When buying the book:
 - 1- Students may inspect the books
 - 2- When the student chooses a book an ASB Senator will write the student a receipt
 - 3- The student will take the receipt to the cashier and pay for the book
 - 4- The cashier will sign the receipt
 - 5- The student will bring the signed receipt back to the ASB Office and pick up the book.

6. After the book is sold:
 - 1- Seller may pick up receipt from an ASB Senator on Fridays
 - 2- Seller will take the receipt to the cashier and receive money from the sale of the book.
7. It is the responsibility of ASB to store the books, advertise and have the office open at convenient hours.
8. ASB is not responsible if the book does not sell.
9. The seller may take their book back at any time.
10. The seller must sign an agreement before ASB will accept the book.