

## SCCHE Used Curriculum Exchange Instructions

1. In the Used Curriculum section of this website you will find a template of book tags. Download the tag template and make an appropriate number of copies for the number of books to be sold. Each page has enough tags for 9 books. Card Stock works best for book tags. Using high quality printer paper is the next best choice. We have found that paper tags are flimsy and can become torn or separated from the items to be sold.
2. Fill in the information for each book to be sold. When pricing your books, keep in mind that a 20% consignment fee will be deducted from your price. We ask that you not price anything below \$1.00.
3. Make a copy of completed tag page for your records.
4. Cut out each tag to be adhered to a book.
5. Using rubber cement sparingly, fasten the tag inside the front of the book's cover. If the tag is attached to the outside, it can be knocked off. We cannot sell items without tags. Please do not cement tags to book pages. The page may tear upon removing the tag. Rubber cement works best at preserving items when removing tags and can be bought at grocery stores, pharmacies, OfficeMax and Staples.
6. Retain your copies and bring them with you to retrieve your unsold items from the Used Curriculum Exchange.
7. We strongly recommend that you sell as much as you can individually. Items sold as sets can get separated, keeping them from getting sold. If you must sell multiple items as a set, the first item in the set must have a tag. Each subsequent item must be clearly marked in pencil, "#2 of 3, #3 of 3", etc., along with the last name of the person selling the items. Please bind your sets securely together in some way. Run string through the bindings of larger books and tie them. Tie the strings of each book together. Package small sets in zip lock bags and clearly mark them. Put phonics and science sets in boxes and cover them with plastic wrap so the shopper can see what is included, with the tag inside of the box. Please note: Books will not be received for sale if not properly prepared as per instructions. We cannot accept encyclopedia sets and discarded public school curriculum.
8. Deliver your used curriculum to the conference on Saturday, June 26<sup>th</sup>, between 7:00 am and 8:00 am. Hours for shopping will be between 9:30 am and 2:30 pm. We will issue money for sold items beginning at 3:00 pm. Using your tag copies, you may at this time also collect your unsold books. We ask that you do not leave the conference without claiming whatever items are left.
9. We regret that we cannot accept responsibility for lost, stolen or unclaimed items. All sales are final. We ask that you review your receipts carefully as no adjustments will be made following the close of the Used Curriculum Exchange. No free items will be accepted.