

BOOK ROOM FORM

GUIDELINES & PROCEDURE

The following procedures ensure the smooth running of the Book Room and the accurate calculation of sales. Please read these guidelines and complete the necessary procedures before bringing your books to the Book Room. Failure to do so will delay the processing of your books and may prevent inclusion altogether.

- You must be a delegate at the School to sell your books in the Book Room.
- Books are left in the Book Room at the author's own risk.
- 11% of each book sale goes to the School to cover costs, including card payment facilities.
- Notify the School as early as possible of your intention to bring books for sale – check website, Facebook, Twitter and the Newsletter for details.
- Provide a postcard (or similar sized card) for each book bearing title/author/price.
- Do not place the cards inside the books until they have been checked at the School.
- Rounded up prices are appreciated and easier to calculate.
- Payment is by BACS (UK Banks, only) or cheque (please supply an S.A.E.)
- For payments in cash (overseas delegates, only), arrangements must be made with the Treasurer beforehand.
- Payment will be made as soon as possible after the School has ended.
- Complete the personal details and payment section and the form on page 2.
- Bring your form, cards and books to the Book Room between 3:30 and 5:00pm on the Saturday. The Book Room will re-open at 6:10-6:30pm for late arrivals.
- **Do not enter the Book Room unless you have completed all the necessary procedures.** Forms and cards (at a small fee) will be available should you require them.
- Book collection is on Thursday between 10:30 and 11:00am. You will be asked to verify your sales by signing the form before collecting your books. Any issues must be brought to the Treasurer immediately and amendments agreed before the end of the School.
- If you brought your books in a box, then please use the same one to take them home.

The Book Room is a busy place so whether during setting up and taking down or throughout the week, please be patient. In keeping with our Code of Conduct, we expect delegates to treat the Book Room Volunteers with respect at all times.

Thank you.

