

Services UNE Second Hand Bookshop

POLICY AND PROCEDURES

- 1. Acceptance of any book/s for sale is at the discretion of Services UNE Secondhand Bookshop. Services UNE reserves the right to refuse to accept any books that are not current textbooks.**
(Our priority is always current Text Books as indicated in the booklists of the University of New England. Other books may be accepted from time to time depending on available resources particularly staff and display space. Please note we do not accept University Study and Unit Guides for resale.)
- 2. The price placed on book/s must not exceed 70% of the current retail price. Higher prices will not be accepted.**
(This is of course dependent on the book being in good condition. We will reduce overpriced books. It is the owner's responsibility to indicate what sale price they are asking for books. They do this by placing in pencil their name or contract number and the asking price for each book on the first right hand page of each book they are lodging.)
- 3. Services UNE Secondhand Bookshop charges a 30% commission (exclusive of GST) on the sale price of each book.**
(The sale of secondhand books does not attract a GST. However GST is payable on the Commission received).
- 4. Payments are not automatic when a book is sold. It is the owner's responsibility to check their account on line and to formally request payment either verbally or by email.**
- 5. All payments will be made by electronic funds transfer (EFT) once per week to your nominated account, and no cheque or cash payments will be made.**
- 6. It is the owners responsibility to renew their contractual agreements with Services UNE Secondhand Bookshop within each twelve month period. Failure to do so will mean that the book/s and/or monies owing will then revert to Services UNE Secondhand Bookshop.**
(The contractual agreement is renewed each time customer contact is made either in person, by telephone or email. The customer contract is updated by staff entering the current date in the field "END DATE" which is twelve months from the contact date.)
- 7. Services UNE Secondhand Bookshop may reduce the price of any book that it has held for over 6 months to a marketable price, without reference to the owner.**
- 8. All books are deposited at the risk of the owner. Services UNE Secondhand Bookshop will take all reasonable care of your book/s but does not accept liability for loss or damage thereto, however caused.**
- 9. Customers agree for their UNE student number or any other such number allocated to be used as a customer reference number for their bookshop account.**
- 10. Customers agree for their given email address to be used in any official communication from the bookshop with the understanding that messages so conveyed may be acted upon after three working days has elapsed. They understand that this email address will also be used by the bookshop for promotional purposes in relation to the sale or search for books.**
- 11. Services UNE Secondhand Bookshop reserves the right to limit the number of books available for sale by any one customer to one hundred (100) books at any one time.**
- 12. All books that have been "For Sale" in the bookshop for over 2 years and have not sold, and books for which Services UNE has been requested not to sell by UNE Academic Staff will either be returned to the owner at the owners cost or revert to Services UNE ownership.**
- 13. The Secondhand Bookshop has a "no refund" policy on any books purchased. You are asked to choose your requirements carefully as at any one time several editions of the one title may be available for sale.**