

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 421

Subject: Sale of Books or Materials

The Crawford County Library Board of Trustees will allow sale of books or materials in the Library by staff members with the following guidelines:

1. Books for a book signing and/or appearance of a guest author must be ordered and invoiced prior to the event with the option of returning all unsold books after the scheduled event for full credit.
2. Invoices for sold books will be handled as an account payable with proper documentation in place that shows number of books ordered, number of books returned and balance due.
3. All monies collected for sale of books or materials will be turned over to the County Treasurer at the end of each month for credit to the library account and a receipt obtained for our records.

Other materials that are sold must abide by the same rules stated above.

All sales of books or materials must be approved by the Director Librarian.

ADOPTED: November 14, 2000

REVIEWED:

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