

Looker Books Consignment Policies and Guidelines

Looker Books is pleased to support local artists by offering a consignment program. Selling artwork and handcrafted items on consignment allows Looker Books to carry and feature a wider variety of items for our customers.

At Looker Books, we value creativity, so much so that it is included in our tagline and our mission. We believe it is our responsibility as stewards of the literary and creative community not to simply sell artwork or handcrafted items, but to sell the right items. We see our role as booksellers and retailers is to find the right item for every person who visits. As such, we hold all our artists to very high standards of quality and participation. The artwork and handcrafted items we stock reflect upon all of us, and our community.

Please read the following information about our consignment program, and if you would like to be considered, fill out the form linked below. **No phone or walk-in pitches will be accepted. Please do not drop off samples at the store. If interested, we may request samples.** If we are interested in featuring your items, we will reach out to you.

Not exactly a *local* artist? That's ok! Though we give priority to local artists, you don't need to be local to the Coatesville or Chester County area to participate in our consignment program.

If you have questions, please contact us via email at lookerbooks.pa@gmail.com.

Should your artwork or handcrafted items be chosen for our store,

- Looker Books charges a one-time fee of \$10 for participation in our consignment program. Each artist will not be charged for future submissions.
- Together, we will complete an Artist Consignment Agreement which includes details about the type of items, number of items to stock, how items will be displayed, and quantity discounts offered to customers (if applicable).
- We will also do our best to display business cards or rack cards near your items or at the cash register if space allows.
 - If you have additional marketing materials directly related to your items, please let us know so that we can incorporate them into our display or marketing.
- A selection of your items will be featured in at least one social media post on Looker Books' Facebook and Instagram pages within one month of receipt. Additional posts are at the discretion of Looker Books.
 - You are strongly encouraged to share Looker Books' post on your own social media channels and create your own posts encouraging readers to buy your items from Looker Books (please tag @lookerbooks in your post).

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- You will receive 60% of the retail price of each item sold. Checks will be mailed on the first business day of each month including sales from the previous month.
- If there are no sales of your items in six months, we will ask you to retrieve unsold items. Items not retrieved within 30 days will be donated. Items will not be restocked in our store once removed. However, please contact us when/if you have new work you'd like to share.
- Looker Books will contact you if we would like to restock your items once sold.
- We will only pay for items sold. Damaged or stolen items will be the sole responsibility of the consigner.

Helpful tips to make your consignment successful:

- Artwork or handcrafted items should be high-quality, professionally crafted, and competitively priced. **Items should not contain any derogatory or explicit content.** (If you are unsure what qualifies, please contact us at lookerbooks.pa@gmail.com before completing the request form. Bookish or literary related items are preferred, but other items will certainly be considered.
- Retail pricing of your items should be consistent with wherever your items are sold and with comparable items.
- If possible, items on or made of paper should be enclosed in a plastic sleeve (or other protective measure) to protect them from continual browsing and handling by customers.
 - Looker Books is not responsible for damage due to customer handling.
- Though we will not automatically exclude items also sold on Amazon or its affiliates, those not sold on Amazon will be given priority.
- Encourage friends, family, and other contacts to purchase your items at Looker Books.
- Contact your local media and mailing lists to announce that your items are available at Looker Books.
- Get involved with local, creative community organizations and clubs.

To have your artwork or handcrafted items considered for our consignment program, complete [this Google form](#). Should you have questions about the program or the application, please email lookerbooks.pa@gmail.com. **Emailed requests do not count as applications.**

Due to the high volume of requests, a response may take 1-2 weeks and a decision to consign may take 3-4 weeks.