[THIS IS A DRAFT]

Guide to Handling Books & Media

PURPOSE

The purpose of this procedure is to outline the process for selecting, sorting, pricing, labeling and placing DVDs, CDs, video games and games requires organization, attention to detail, good judgment and common sense.

DVDs, CDs AND VIDEO GAMES

Each case must be opened to make sure the item that is supposed to be there is, in fact, there. We do get empty CD and DVD cases from time to time, or the case will not match the content or a case will say "2 CD set," and there will only be one CD in it. Dispose of these.

If a CD has a parental advisory regarding lyrics, throw it away.

We do not accept burnt copies or pirated versions of DVDs and CDs. If an item doesn't come in its original box, dispose of it. Pirated versions can be detected by the thin box with a poor photocopy of the original cover.

After checking a video game box, remove the game and, before placing the box on the DVD rack, take the game to the cash register. There is a sign by the games letting buyers know that's where they are kept.

PRICING, LABELING AND SHELVING

DVDs and CDs are priced at $1.98. The price tag goes on the base of spine of DVD and CD cases. They are not tagged on the back.

Group them by the color of the tag. This benefits customers in that they can immediately tell whether the price is discounted that week. It also helps us when it comes time to remove items from shelves.

BOOKS

Every book we receive does not make it to the sales floor. Books that are torn, highlighted, moldy, mildewed, smell of smoke, etc., should be recycled.

Important: Page through every book you're planning to price. If it is written in, highlighted or pages are torn, recycle it. Exception: If a book is shelf-worthy, and someone has written a note in the front as is often done when a book is given as a gift, it's OK to price it and shelve it.

When sorting books, have a recycling box nearby. When it is filled, mark it "recycling" and put it aside. These will be taken to a recycling center.

When it comes to children's books, recycle sticker books in which stickers are missing, coloring books that have been colored, board books that have been chewed, and books made of cloth.

Recycle encyclopedias, textbooks and teachers' manuals of any kind. This includes elementary and high school, and textbooks used in college, nursing school, medical school and law school.

Be judicious in your selection of which cookbooks should be labeled and shelved. **Example**: No one buys Southern Living cookbooks. Recycle them.

Some books just aren't appropriate for our store. **Example**: On two occasions we have received copies of a children's book titled "Go the F*** to Sleep." If we receive a book about which you aren't sure, put it aside and check with Kim or one of the leads.

PRICING, LABELING AND SHELVING

Children's books are priced at $1.98. Paperbacks are $2.08. Hardbacks are $2.98. Exceptions: Occasionally, we will receive a very nice hardback copy of a children's book. Price it at $2.58. We also receive over-sized hardback books, e.g., coffee table books. These can be priced higher than $2.98.

The price tag for all books goes on the base of the spine. With thin children's books, the tag will start on the spine and wrap to the back.

When shelving books, note that there is a section for children's books. With those, as well as the other books, group by the color of the sticker. This benefits customers in that they can immediately tell what is discounted that week. It also helps us when it comes time to remove books from shelves.

OTHER MEDIA

We accept vinyl records, audio cassettes, 8-tracks and videotapes. We do not sell them at the Bon Air store. Rather, they are sent to Westland for sale.

Magazines, comic books and newspapers: Unless it appears to be a collector's item, e.g. a LIFE magazine from the 1950s or an early edition Superman comic, recycle it. National Geographic magazines automatically go into recycling. If you're not sure if an item is valuable, set it aside for Kim or one of the leads.