GBACH Used Book Sale Labeling Guidelines

1. Fill out a 3”x5” card for EACH item you are selling. Please DO NOT put any other price(such as “paid” or “retail”) except the asking price on the card as this is confusing at check-out and when adding up the seller totals.
2. **Securely** attach the index card to the front of the items you are selling. If the card is lost, we have no way of knowing to whom the item belongs or the asking price. Only materials with attached cards can be sold.
	1. You can tape the card item with Scotch tape which can be easily removed without damaging the material.
	2. Do not use paper clips, sticky notes, or cards any size other than 3”x5”.
	3. If you have an item with multiple parts, please put all of the items in a ziploc bag and tape the card to the outside of the bag.

When making your 3”x5” index cards for the materials you want to sell at the GBACH Used Book Sale, you may want to add the category that the material belongs in. To help you, these are the categories in which we group the sale items:

Preschool Bible

Art/Music Life Skills

Educational Games Computer/Video/DVD

Critical Thinking Christian Liberty Press

Rod & Staff Bob Jones

Foreign Language Phy. Ed./Sports

Alpha Omega Unit Studies

Language Arts Science and Health

Abeka Saxon

Math History/Geography

Sonlight Chapter Books/Literature

Parent Helps Reference/Resource

Sample label

Title of book Asking price

Category (see list above) Grade level/range

Any information you would like the buyer to know regarding condition of the materials or the need for any accompanying texts/workbooks and where they can be purchased, etc. Anything you think a buyer would want to know about the book/item.

Seller’s Name