



# LIBRARY DISCARDS & DONATIONS INFORMATION PACKET

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**IT'S FREE:ASY**



**BetterWorldBooks**

[WWW.BETTERWORLDBOOKS.COM](http://WWW.BETTERWORLDBOOKS.COM)



# LIBRARY DISCARDS & DONATIONS

## WHY MARKET YOUR LIBRARY'S DISCARDS AND DONATIONS TO THE WORLD AT NO COST TO YOUR LIBRARY?

The answer is quite simple. We get “more bang for your book” and we donate a percentage of net sales to a non-profit literacy partner. We sell your books for what the books are truly worth, therefore optimizing the revenue potential for your Library and a non-profit literacy partner. The secret is our proprietary software. We continually price the books according to the demand of the market. In fact, by the time your book is sold, its price may have changed several hundred times. Leave the book selling to us and you'll have more time to spend around the library, in the community or at home.

## WHAT ARE THE COSTS OF THE LIBRARY DISCARDS & DONATIONS PROGRAM?

Zero! We often hear that our program is “too good to be true.” There are no service agreements (unless requested), sign-up fees, monthly fees or one-time fees. We understand the budget constraints many libraries across the nation are facing. Other than the time it takes to properly box the books and seal the carton, there are NO costs associated with using our hassle-free service.

## WHO IS ELIGIBLE TO EARN ADDITIONAL FUNDING AND HOW OFTEN ARE PAYMENTS MADE?

Your Library and literacy partner are eligible to earn a percentage of net sales.

Net sales are defined as the sale price of the book minus any marketplace commissions. For example, a book sold on Amazon.com for \$100.00 would have a net sale price of \$85.00 (after Amazon.com's 15% marketplace commission).

Payments are made every calendar quarter assuming an account accrues a minimum of \$50 in commission payable. If the commission payable at the end of the quarter is not equal to or greater than \$50, the balance will roll over to the subsequent quarter until the account accrues at least \$50 in commission payable.

## WHICH NON-PROFIT LITERACY PARTNERS DOES BETTER WORLD BOOKS WORK WITH?

Our literacy partners are credible, well-established, non-profit organizations with proven operating backgrounds. Our four main partners are Books For Africa ([www.booksforafrica.org](http://www.booksforafrica.org)), the National Center for Family Literacy ([www.familit.org](http://www.familit.org)), Room To Read ([www.roomtoread.org](http://www.roomtoread.org)), and Worldfund ([www.worldfund.org](http://www.worldfund.org)). In addition to the \$2.85 million we have donated, we have also donated approximately one million useful books to our non-profit literacy partners.

## WHAT TYPE OF BOOKS/MATERIALS DOES BETTER WORLD BOOKS ACCEPT?

We do have a few general guidelines in regards to the types of material we accept. Please review the Acceptance Guidelines Document for more details. These Guidelines help keep our service free, efficient, and worthwhile for all involved. We also encourage libraries to use our specially developed PreScreen Feature to make sure what you send us really will make money for you and your chosen Non-Profit Literacy Partner.

## WHO DETERMINES THE MERCHANTABILITY OF THE BOOKS?

To a certain extent, you do. Anything that you would be unhappy receiving as a customer, we ask you not to send. Otherwise, we make every effort to process the books we receive.

## NO SHIPPING COSTS? REALLY?

Yes. We take tremendous pride in being able to do this. We also have a dedicated Support Acquisitions Team to help you choose the best shipping method for your library.

For all UPS shipments, we will direct you to our Client Portal where you can log in and print off your UPS labels using standard 8 x 11 paper. You can even schedule a pickup when you are ready. For our large volume customers we will use a freight company. In either case, it is no cost to your library!



# LIBRARY DISCARDS & DONATIONS

## WHAT SIZE BOXES DO WE USE TO SHIP OUR BOOKS?

We ask that you use boxes that are roughly 17.25"x11.25"x10". Many of the boxes sent by book distributors/publishers will be similar in size.

## ASSUMING WE SEND "ACCEPTABLE BOOKS," WHAT SORTING CRITERIA ARE THERE?

You will not need to sort the books by title, author, or genre, but we do ask that you separate ISBN from No-ISBN books. This will help ensure accurate processing of the material. For details on shipping No-ISBN material, please refer to the Antiquarian, Rare, and Collectable Books Document.

## WHICH ONLINE MARKETPLACES DOES BETTER WORLD BOOKS UTILIZE?

As one of the largest online bookstores, Better World Books currently sells on over 17 online marketplaces. In addition to Amazon.com, Alibris.com, Half.com, and eBay.com, books are listed on BetterWorld.com where you can fund literacy, care for the environment, and get a fair price on the books you want.

## ARE BOOKS EVER THROWN AWAY?

No. We are very conscious about our environment and we have an active recycling program. To date, we have saved over 7,000 tons of paper from the landfill. If we determine that a book does not meet our criteria or cannot be sold due to its condition, then we will recycle the book. Books that do not sell after a given period of time are collected and prepared for distribution to our Non-Profit Literacy Partners or recycled in an environmentally responsible manner.

## WHAT SETS BETTER WORLD BOOKS APART FROM OTHER SIMILAR SERVICES?

In addition to our social, environmental, and economic impact, Better World Books is dedicated to serving the library community. As the industry leader, Better World Books continues to enhance our program with innovative, value-added services, which include the Online Sidewalk Sale, the BetterWorld.com Affiliate Program, the ARC (Antiquarian, Rare, and Collectable Books) Team, and the PreScreen Feature. For additional details, please refer to the Competitive Advantages Document.

## WOW! HOW DO WE GET STARTED?

It's easy! Send an email to [library@betterworldbooks.com](mailto:library@betterworldbooks.com) and we'll have an Account Representative contact you. Thank you for your interest in Better World Books.

Better World Books is a global bookstore that harnesses the power of capitalism to bring literacy and opportunity to people around the world.



# ACCEPTANCE GUIDELINES

## BOOKS/MATERIALS WE ACCEPT:

- Antiquarian, Rare, and Collectable Books (See ARC Document for more details)
- Dictionaries and Thesauruses
- DVDs & Books on CD (must be operable include original artwork and casing)
- Ex-Library Copies (please do not remove treatments)
- Gently-used Children's Books (especially Newbery winners)
- Hardcover Fiction and Non-fiction
- Mass Market Paperbacks (must be in 'like new' condition; copyright 1980 or newer)
- Monographs
- Textbooks (copyright 1998 or newer)
- Trade Paperbacks
- Travel Books (copyright 2003 or newer)

## BOOKS/MATERIALS WE DO NOT ACCEPT:

Help us reduce our costs. Please DO NOT send books in poor condition. This includes:

- Dirty
- Moldy
- Water-Damaged
- Damaged Binding or Pages
- Missing Covers or Pages
- Excessive Writing, Markings, or Highlighting
- Books with Cut-Out Library Treatments
- Paperback Books Warped From Storage

Please note that we also DO NOT accept:

- Academic Journals or Literary Criticisms
- Activity Books (coloring, crossword, etc.)
- Books Published by Magazines
- Case Law and Procedural Law Books
- Custom Course Packets
- Directories or Telephone Books
- Encyclopedia Britannica, World Book, or Incomplete Sets
- LP Records, VHS, Cassettes, or CDs
- Open Software Sets
- Periodicals or Magazines (i.e. National Geographic, TV Guides)
- Tax Documents or Government Documents
- The Following Series:
  - Book Club Editions
  - Harlequin Romance Novels
  - The Modern Library Series
  - Reader's Digest Condensed Books
  - Who's Who

## NO-ISBN BOOKS:

Please refer to the Antiquarian, Rare, and Collectable Books Document for books pre-dating ISBNs.

## Did you know?

You can use our specially developed 'PreScreen Feature' technology to make sure what you send us really will make money for you and your chosen Non-Profit Literacy Partner.



# ANTIQUARIAN, RARE, AND COLLECTABLE (ARC) BOOKS

Better World Books welcomes Antiquarian, Rare, and Collectable (ARC) books. We employ specialists to properly identify, care for and market these books to ensure their value is maintained and they find their way to the right buyers.

## WHICH BOOKS SHOULD BE DIRECTED TO THE ARC DEPARTMENT?

As each item's value is determined by a number of different criteria, it is difficult to provide an exhaustive list of what is best sent to our specialists. However, the following guidelines may be helpful:

- Academic Press Volumes
- Antique Geographical, Topographical, Political or Technical Maps
- Critical editions of Primary Research Texts
- Literary First Editions, including Modern First Editions
- Subject specific monographs or studies
- Books featuring unique plates of illustrations (eg woodcuts, lithographs)
- Technical Reference books
- Collection Deaccessions, including special, rare, faculty, author/subject specific collections

## IS IT OK TO SEND BOOKS THAT DON'T FALL UNDER THESE HEADINGS BUT I SUSPECT HAVE VALUE FOR ANOTHER REASON?

Absolutely. The more unusual the better. Because we sell on multiple marketplaces, we are confident that if there is a buyer out there somewhere, we'll find them!

## DOES BETTER WORLD BOOKS ARC DEPARTMENT ACCEPT EX-LIBRARY BOOKS?

Of course. While we welcome ex-library volumes, we ask that library treatments are not removed and that any stamps are placed discreetly in a single location – perhaps on the library's book plate or title page.

## HOW DO I ENSURE THE ARC SPECIALISTS RECEIVE MY ARC BOOKS?

To ensure that your books are routed to the ARC Department, please begin by packing this material in boxes containing only ARC material. If you are printing labels from the Client Portal, select the tracking code that ends with the letters ARC. If you are shipping both ARC and non-ARC material, you will need to generate the correct number of labels for each tracking code. If you are shipping via freight, please separate and clearly mark each box containing ARC material with the letters ARC. Finally, when scheduling your freight shipment, please mention that your shipment contains ARC material. If you do not have an ARC tracking code, please contact us at [ReUseFirst@betterworldbooks.com](mailto:ReUseFirst@betterworldbooks.com).

## WHO SHOULD I CONTACT IF I HAVE QUESTIONS ABOUT ARC BOOKS?

Please contact your Account Representative if you have ARC related questions or contact the ARC staff directly at [ARC@betterworldbooks.com](mailto:ARC@betterworldbooks.com).

# COMPETITIVE ADVANTAGES

We greatly value the libraries and organizations which partner with us and, in return for the continued support that we receive, strive to provide a socially responsible and incomparable service through custom built features that have become the hallmarks of Better World Books.

## ANTIQUARIAN, RARE, AND COLLECTABLE BOOKS

Better World Books is proud to have an in-house **Antiquarian, Rare, and Collectable Books (ARC) Team**, which specializes in the identification and preservation of these highly valued items. They are able to price these books appropriately, list them on the right online and offline markets, and connect with the right buyers. Please view the Antiquarian, Rare, and Collectable Books document for more details.

## BETTERWORLD.COM

BetterWorld.com is our own sales site that offers Carbonfree™ shipping at no charge nationwide and \$3.97 worldwide. It not only offers a great shopping experience for customers, but also includes great features for our libraries and organizations that send us books.

The **Online Sidewalk Sale** allows shoppers to support their local libraries and organizations through the purchase of books. They are able to find your library or organization by your Zip Code and specifically shop your online bookstore. This feature also gives you the opportunity to share what you are doing with your community and generate revenue through your store.

Additionally, in partnership with Commission Junction, BetterWorld.com now offers an **Affiliate Program**. This gives you the opportunity to set up a link directly from your website to BetterWorld.com and earn a 5% to 8% commission on all purchases made through this link.

## CLIENT PORTAL

Created specifically for you, we have developed a web portal that will allow you to generate UPS Labels, run Reports on inventory and sales data, and set up Subscriptions to specific data you want sent to your email, all on the timeframe you specify.

Along with all of these features, you will also be able to access our **PreScreen Feature**. If you are ever unsure about what to send to Better World Books, the PreScreen Feature is the perfect solution. Driven by our desire to help local organizations with their sales and our goal to reduce waste, the PreScreen Feature allows you to access our software and to check if your books are ideal for selling online.

## PROPRIETARY SOFTWARE—WE CALL IT 'INDABA'

The word "indaba" is Zulu for "gathering to do business." And doing business is what Indaba is all about. Years of development and design went into creating the 'perfect' merchant system: one that uses minimal labor resources for maximum marketplace coverage.

Since the first version of Indaba, our team of full-time software developers has issued countless releases which constantly improve its performance and effectiveness. Indaba has scaled to over 100 million database transactions per day and has been licensed to other online booksellers.

Minimize your risk. Why outsource your business to a company that does not own its software? To learn more, visit [www.goindaba.com](http://www.goindaba.com).

Better World Books continues to lead the industry in the sale of books and media, both online and offline. If you have any questions or would like to find out more about any of our Competitive Advantages, please email [library@betterworldbooks.com](mailto:library@betterworldbooks.com) or contact your Account Representative.

## TRIPLE BOTTOM LINE

Better World Books is a for-profit social venture which provides a consistent and stable source of funding to non-profit literacy and education partners across the nation and around the world. Since its founding in 2003, BetterWorld Books' employee-owners remain committed to its triple bottom line – social, environmental, and economic, having diverted more than 7,000 tons of books from landfills, provided more than 160 full-time jobs with generous benefits, and distributed over \$4.5 million to hundreds of literacy partners, libraries, and educational service.

Better World Books continues to lead the industry in the sale of books and media, both online and offline. If you have any questions or would like to find out more about any of our Competitive Advantages, please email [library@betterworldbooks.com](mailto:library@betterworldbooks.com) or contact your Account Representative.



# LITERACY PARTNERS



Books For Africa. A simple name for a simple organization with a simple mission. BFA collects, sorts, ships and distributes books to children in Africa. The goal: to end the book famine in Africa. Since 1988, Books For Africa has shipped more than 20 million books. They are on once-empty library shelves, in classrooms in rural schools, and in the hands of children who have never held a book before. [www.booksforafrica.org](http://www.booksforafrica.org)



Invisible Children improves the quality of life for war-affected children by providing access to quality education, enhanced learning environments, and innovative economic opportunities for the community. Through education and innovative economic opportunities, they partner with affected communities and strive to improve the quality of life for individuals living in conflict and post-conflict regions. [www.invisiblechildren.com](http://www.invisiblechildren.com)



NCFL's mission is to create a literate nation by leveraging the power of the family. Through groundbreaking initiatives, NCFL fuels life improvement for the nation's most disadvantaged children and parents. More than 1 million families throughout the country have made positive educational and economic gains as a result of NCFL's work, which includes training more than 150,000 teachers and thousands of volunteers. [www.famlit.org](http://www.famlit.org)



Room to Read has developed a holistic, multi-pronged approach to help children in the developing world gain the lifelong gift of education. The approach includes building schools, establishing bi-lingual libraries, publishing local language books, establishing computer labs, and funding long-term girls' scholarships. Since its inception in 2000, Room to Read has impacted the lives of over 1.7 million children. [www.roomtoread.org](http://www.roomtoread.org)



Worldfund's unique mission is to support high-quality and results-driven education in Latin America—the key to transforming lives and reducing poverty. Through their investment in schools, gifted student programs and superior teacher training, they have directly impacted 32,000 impoverished students in Argentina, Brazil, Chile, Colombia, El Salvador, Guatemala, Mexico, Nicaragua, Peru and Venezuela. [www.worldfund.org](http://www.worldfund.org)