

# Book Exchange Information Sheet

## Policies

Thank you for participating in the Alpha Phi Omega Book Exchange. Through this exchange, we hope to provide a service for both sellers and buyers.

In order to make Book Exchange proceed as smoothly as possible, we have a few ground rules that we ask that you adhere to:

1. Books may be entered in the exchange during designated drop off hours or may be added to the exchange at any time during exchange hours by bringing the books to the Book Exchange clerk on duty.
2. APO will not return books nor issue checks until the designated pick-up times.
3. APO does not necessarily endorse the ideas contained in the books that are being sold.
4. No books containing material that cannot be viewed by minors will be accepted for the Exchange.
5. Only books and media bundled with books are accepted for the Exchange. APO will not accept software or media that is not meant to accompany a book.
6. Once books are placed on the Exchange, their price is fixed. Sellers may not change the price after that point.
7. APO does not accept returns of any sort once a sales transaction has taken place. All sales are final.
8. While APO does its best to maintain strict security, we cannot take responsibility for theft of books.
9. APO will deduct a 5% fee from the sales of all books to cover the costs of operating Book Exchange.
10. All book prices are designated in the book, including free books, which are labelled as "\$0.00."
11. At the discretion of the Book Exchange Chairs, an individual who has violated this policy or MIT policies may be prohibited from participating in future Book Exchanges.
12. Sellers may elect to have a check mailed to them or to pick it up from APO themselves. If a seller chooses to have the check mailed, all remaining unsold books become the property of APO. If the seller chooses to pick up his check from APO, he can collect his check and any unsold books during specified pick-up dates.

After the pick-up period has ended, all unclaimed books and checks become the property of APO. Checks become void 60 days after issuance and cannot be reissued for any reason.

All books and checks which become the property of APO will be used for charitable purposes. Books will either be sold at a future exchange, or they will be donated to local libraries, shelters, or other organizations in need of such materials. Unclaimed cash, including profits from sale of books which have become the property of APO, is used to fund charitable activities. In the past, this money has gone to Court Appointed Special Advocates, Boston Food Bank, Rosie's Place, Shelter Inc., and other charities at the discretion of the Book Exchange committee.

Sellers who elect to pick up their books and check will receive email after the exchange to remind them of these hours. Under extenuating circumstances only, the Book Exchange Chairs will arrange alternate pick-up times for checks and unsold books.