

Bookstock
April 7-14, 2019
Laurel Park Place
37700 Six Mile Rd., Livonia, MI
Information for Volunteers

Bookstock is being presented by Mike Morse this year. We are very thankful for his belief in our sale and commitment to literacy and education in our community.

Motto: Sell! Sell! Sell! All the while, making the customers happy.

Mall Facilities:

ATM: An ATM machine is located in the mall near the Marriott hotel. In addition, Chase and Comerica Banks have ATMs located in the parking lots.

Food and Refreshment: Available for purchase at a number of different restaurants, and refreshment outlets throughout the mall. Avoid bringing food and especially drinks back to check-out stations, as **no drinks will be allowed.**

Basic Essentials for Volunteers:

Arrival:

Park and enter the mall on the Six Mile Road (south side), using the entrance near the old Max and Erma's, now called the Grand Tavern.

Note: If you are volunteering for the set up or the pre-sale, park in the same area, but enter through the gray Emergency Corridor door that is located between The Grand Tavern and Von Maur.

Volunteers are encouraged to wear fanny packs as there is **no secure place** to leave purses

Sign-In/Out:

Check in with **the greeter** at the Food Court. Make sure to sign in and out in the **Volunteer Book**. When signing in, make sure to choose the organization who will receive the credit for your hours. Sale proceeds will be allocated according to volunteer hours tallied. When signing in, a Day Chair (**white apron**) will provide volunteers with **red aprons** and assign specific tasks.

Leaving:

Volunteers must check out at the end of their shifts in order for their designated organization to receive credit. Check out in the same as the sign in book, located in the Food Court Checkout. **If a volunteer checks in and not out, the organization will only receive credit for 2 hours**

Misc. Sale Info:

Shopping bags: Large, red shopping bags with the Bookstock logo are provided for shoppers to use while perusing the stacks of books. **These are reused every year and should not be used to bag orders.**

Give away bags: Customers who spend **\$25** or more receive one **complimentary powder blue and purple advertiser bag**. If customers spend an excess of \$25, they still only receive one advertiser bag.

Holding books: Books can only be held till the end of the day. Please mark the stack with the customer's name.

Payment Areas:

The payment area (Check out) will be a rectangle formed by tables.

Price lists will be at every tally station.

Adding machines with tapes will be at each station.

A supply of bags will be at each tally station.

Dealers, or anyone who needs to use a tax-exempt number to make a purchase, must fill out a form.

Forms and pens will be at each check out station. If the forms are not out on the table, check in the larger bin. Usually, they are in a blue folder. After the form is filled out, make sure to place the completed form in the folder.

This year we have 3 check out areas: Food Court, Center of the Mall, and Carson's area.

Pricing:

Most books are priced at \$3.00 each including hardcovers (not recent), and trade books.

Paperbacks must fit in the allotted space as indicated on the sale map, or they are considered trade.

Recent hardcovers (2012 and newer) are \$4.00 and are marked separately

Special book pricing, which is on some books, will be marked on the item.

Volunteer Roles at the Sale:**Treasury Team:**

These people wear **blue aprons** and handle any financial decision or questions for the day.

Day Chairs:

These people in the **white aprons** are in charge for the day. They, and the people in the blue aprons, are the only ones who have authority to make a deal. All questions regarding discounts, etc. should be referred to them.

Salespeople:

These people circulate through the crowd to offer directions, answer questions, distribute red tote bags, prevent shoplifting, and restock and recommend books.

This job is critical as the interaction with customers promotes sales. **We have learned that it is very important to sell at the tables and to direct customers to other areas of the mall where additional tables are found.**

Please talk to the customers or compare reads that you find with other volunteers at the table.

Security:

New this year...we need to have a couple of volunteers inside Carson's AT ALL TIMES, where we have books on display. This is to insure that no one wanders beyond the pipe and drape into the old Carson's space.

Cashier Teams:

These jobs are for people who like a little craziness. Cashiers work quickly, add up sales, and make change. Our goal is for everyone to feel happy and comfortable. Each cashier will work with a bagger who will put advertiser envelopes and the books in bags.

- **Purchasers of all orders \$25.00 and over receive a special reusable powder blue and purple Bookstock advertiser bag. One bag per order.**
- **Less expensive orders are to be bagged in plastic bags.** Double bagging is a good way to make them sturdier.
- **We do not bag up orders for customers in our Red Bookstock tote bags.**
- We take cash, checks, credit and debit cards for payment. **Again, we have designated people in every check out who are assigned to run the credit and debit cards through phones or ipads

Specific to Cashiers:

- The adding machine tape will serve as the customer's receipt, so please make sure to either **hand it to the customer or place it in the book**. Do this even if they are using a credit card.
- Cashiers need to make sure that only those people wearing white or blue aprons are given access to cash boxes.
- Cashiers need to make sure they (literally) keep a hand on the cash box at all times. Do not walk away and leave the cash box.
- **Cashiers should not count money in front of the customers.**
- Every bill on a \$20 denomination or larger is to be placed at the bottom of the cash box.
- Any order of **\$25** or more gets **one** powder blue and purple Bookstock Advertiser bag (Not the large, red shopping tote).
- **Make certain that each customer gets an advertiser coupon envelope in their bag.**

Checks:

- Checks will accepted with a valid driver's license.
- Cashiers must write the driver's license number, state in which it was issued (if not Michigan), phone number, and the person's birthdate on the check
- Checks should be make payable to Bookstock
- Minimum for checks is \$10.00

Credit and debit Cards

- **Charges and debit cards are processed by trained volunteers**
- All credit and debit cards have a \$10 minimum per transaction
- Visa, Mastercard, Discover, American Express, and Debit cards are accepted.

Sign In/Sign Out, Volunteer Greeter:

This person, assigned by the day chair, will ensure volunteers sign in and out of the sale in the Volunteer Sign In Book.

Customer Greeter:

These people welcome shoppers to the sale at the mall doors and distribute maps to indicate the areas where books can be found. Since many customers do not realize the size of the sale, this job is very important.

Be aware of Daily Specials and Promotions

Sunday, April 7, 2019 – Opening Day

TV coverage on all stations. Plymouth Fife and Drum Band will perform.

Doors open at 8:15AM to 11:00AM for presale. For \$20.00 people can come in and comb through the tables before the general sale opens. Savvy shoppers get first crack at the tables. These people will be given wrist bands to indicate they have paid the \$20 early entrance fee. Make sure to check out only people with these wrist bands until 11AM. If customers do not have a wrist band and wish to check out before 11 AM, then they must pay the \$20 fee.

Monday, April 8, 2019 – Monday Madness, 10 AM-9 PM

This is an especially exciting day where special prize envelopes from the mall merchants and Bookstock will be given out hourly. One prize per customer. One winner of \$100 each hour! Come and watch all the happy faces.

Tuesday and Wednesday, April 9-10, 2019 – Teacher Appreciation Days, 3-9 PM

All current teachers with a **Valid ID will receive 50% off their purchases from 3-9PM**

Tuesday, between 5-6PM, we will be awarding prizes to the winners of the BEST (Bookstock Extra Special Student/School/Teacher) writing contest.

Thursday and Friday, April 11-12, 2019 – Bookbuster Nights, 3-9 PM

Every shopper can take advantage of the Bookbuster promotion: **buy 3 items and get the 4th free (least expensive).** We will hold a drawing at the end of each evening for some sports memorabilia and prizes. **People who spend \$25 or more during this time are eligible to participate in the drawing. The winners do not have to be present to win.**

Saturday, April 12, 2019 - Cookstock Day, 10 AM to 9 PM

50% off on all cookbooks plus hourly gift cards and prizes. Minimum of a \$20 purchase to be entered in drawing. Winners do have to be present to win.

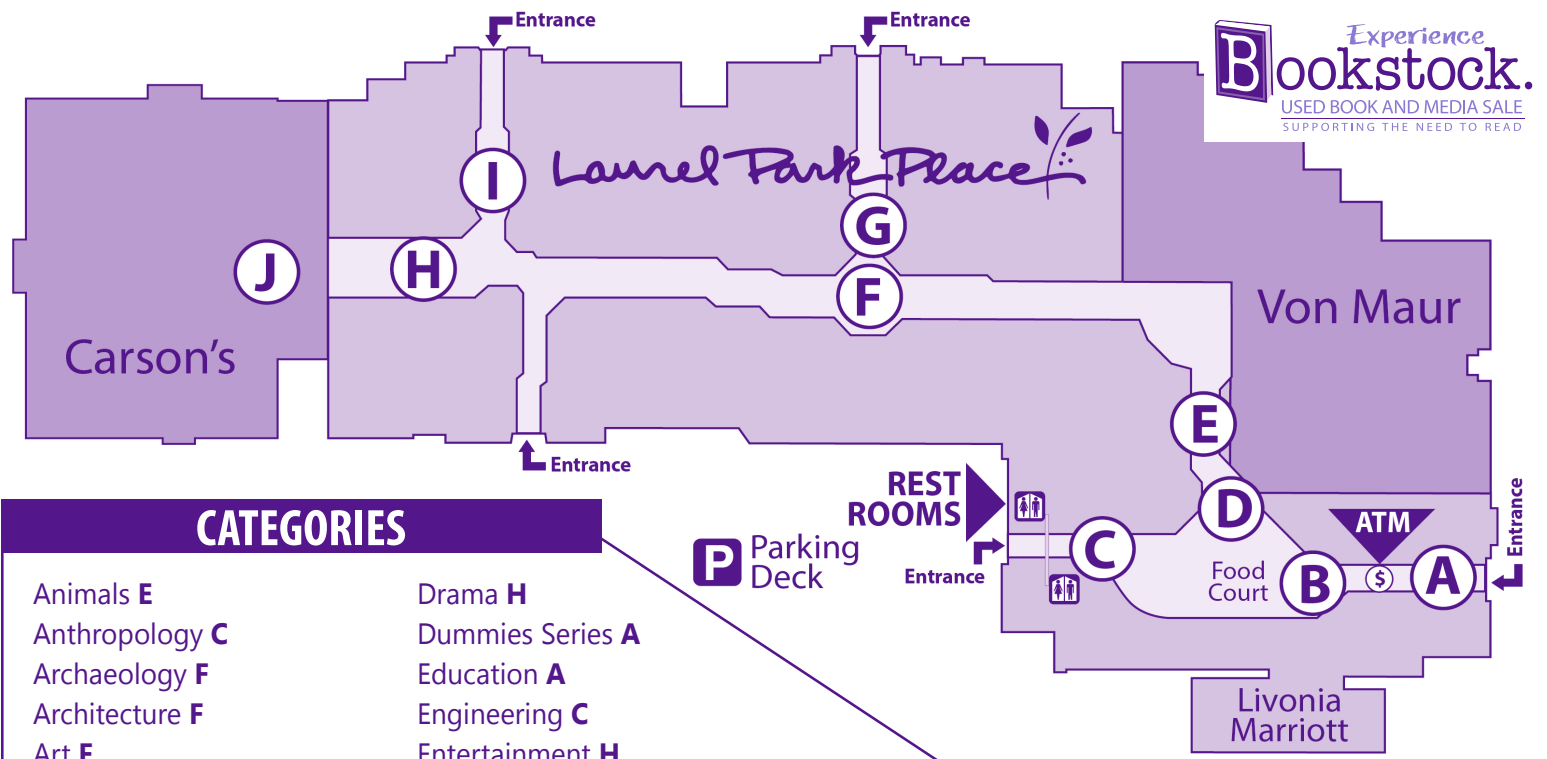
Sunday, April 14, 2019 – Last day!! Half off all items. This is a very busy day.

Explain Map and Price List

Sample price lists of books and book sizes will be explained.

Adding Machine Use

Individual practice training on the adding machine.



CATEGORIES

- | | | | |
|------------------------------|---------------------------|-------------------------------|------------------------------------|
| Animals E | Drama H | Living G | Romance: H |
| Anthropology C | Dummies Series A | Local Interest C | Hardcover |
| Archaeology F | Education A | Math C | Paperback |
| Architecture F | Engineering C | Manga H | Science C |
| Art F | Entertainment H | Medicine C | Science Fiction H |
| Art History F | Fantasy H | Media F | Self-Help G |
| Audio Books F | Fiction: H | Music H | Sets A |
| Biography H | Hardcover | Mystery: H | Sheet Music F |
| Business F | Paperback | Hardcover | Short Story H |
| CDs F | Recent Hardcover | Paperback | Sociology C |
| Cars E | Film H | Mythology H | Special Selections F |
| Checkout D, F, H | Finance F | Parenting G | Special Selections Listed F |
| Chicken Soup Series G | Fitness C | Pets E | Sports C |
| Children: B | Foreign Language G | Philosophy C | TV H |
| Beginner | Games E | Physically Old Books F | Teacher Materials A |
| Intermediate | Gardening E | Planes E | Technology C |
| Non-Fiction | Government F | Poetry H | Trade: Oversize Paperback H |
| Pre-School/Early Reader | Graphic Novels H | Politics F | Travel C |
| Teen/Young Adult | Health C | Pop Culture H | Vinyl F |
| Classics H | History H | Psychology C | Volunteer Check-In D |
| Cliff's Notes A | Hobbies E | Recent Hardcover H | Westerns H |
| Comic Books H | Home Improvement E | Records F | Wine E |
| Comics I | Humor I | Reference A | Yearbooks C |
| Computers C | Judaica J | Religion J | |
| Cooking A | Knitting E | | |
| Crafts E | Large Print I | | |
| Current Affairs F | Law F | | |
| DVDs F | Lifestyles G | | |
| Detroit C | Literature H | | |

MONDAY MADNESS

Monday, April 8
10 am - 9 pm
Spectacular giveaways
plus a chance to win a \$100
Visa gift card every hour.

TEACHER

APPRECIATION
Tuesday, April 9 &
Wednesday, April 10
3-9 pm
50% discount for teachers
with a valid I.D.

BOOKBUSTER SPECIAL DAYS

Thursday, April 11 & Friday, April 12
3 - 9 pm
BUY 3, GET 4TH FREE*
(least expensive item)
Spend \$25 or more and your name will
be entered in a special sports drawing.

COOKSTOCK

Saturday, April 13
10 am - 9 pm
50% off all cookbooks,
plus hourly gift cards
and prizes!

FINAL DAY

OF SALE
Sunday, April 14
Books and Media
1/2 price

Now through April 14

BOOKSTOCK BENEFICIARIES

Bookstock raises funds that support literacy and education projects throughout Detroit and the metro area. Bookstock proceeds have provided funding for:

- Backpacks and school supplies for homeless children
- Literacy tutoring for K-3 students and adults
- Materials for literacy volunteers and their students
- Special computer training for unemployed/under-employed residents of metro Detroit
- Classroom libraries
- Scholarships to Wayne State University and University of Detroit Mercy students
- Microgrants to DPS teachers
- And much, much more

Bookstock donates unsold merchandise to the St. Vincent de Paul. Thank you for your patronage and support!

2019 PRESENTING SPONSOR
mikemorselawfirm

2019 BOOKSTOCK BOOSTER



HONORARY CHAIRPERSON
Neal Rubin
Detroit News Columnist

HONORARY CHANCELLOR
Alycia Meriweather
Detroit Public Schools Community District Deputy Superintendent

2019 SPONSORS



PERSPECTIVES
CUSTOM CABINETS



SPECIALTIES
Appliances & Plumbing Fixtures



Korotkin Insurance Group
SINCE 1913

1-800-Self-Storage.com

GARDNER WHITE

Toyology Toys
ToyologyToys.com



Mendelson Kornblum
Orthopedic & Spine Specialists



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PRICE LIST

Special Selections:

Physically Old Books \$3.00

Special Selection Books/Miscellaneous Sets/Miscellaneous Media (CDs, DVDs, Computer Games, etc.): Individually Priced

Listed Books: Exceptional and Rare Books listed on separate handout: Individually Priced

Hardcover:

Recent Hardcover (2012-Present): \$4.00

Other Hardcover: \$3.00

Paperback:

Oversize Paperback / Trade: \$3.00

Other Paperback: \$1.00

ONLY PAPERBACKS THAT FIT WITHIN THIS BOLDED RECTANGLE ARE \$1.00

Children's:

Hardcover: \$3.00

Paperback / Golden Books: \$1.00

Large Board Books: \$2.00

Small Board Books: \$.50

Media:

Audio Books on CD: \$4.00

Audio Books on Cassette: \$2.00

Audio Cassette: \$.50

Comic Books: \$1.00 unless specially priced

Computer Games: \$2.00

Magazines: \$.25

Movie DVD's: \$4.00

Music CD's: \$2.00

Records / Vinyl: \$4.00 per disc unless specially priced

Videotape Cassette: \$.50

All purchases are AS IS, absolutely NO returns!