

Before you start this project, you must realize that it is very time consuming. It can be profitable if you have rare, out-of-print, or unusual books to sell. Using the Internet provides a way of selling books outside of your zip code for a larger profit than you could receive from selling books locally for \$1.00 each. Please note that there are many websites that can be used for selling books online, the Huron Public Library has chosen to use Amazon.

I have 18 months of experience with Amazon selling, however, my predecessor is the one that set up the account and brought in the volunteers who keep the project operating smoothly. This guide is not meant to be a definitive guide to Amazon selling, but to serve as a guide of how one Library is accomplishing the task.

### Getting Started:

- Decide on a name for your selling account. Our account is Huron Public Library Friends.
- Email – You will need an email that will be used to send orders, notices, and questions about what is for sell.
  - Huron Public Library's account was set up under the previous Director's email address. We are in the process of changing the account over to a Yahoo! free email account.
  - Use this email only for Amazon transactions.
- Set-up a bank account. The Friends of the Library has a separate account just for Amazon sells.
- Choose your service account – Do your research and select the service that best meets your needs.
  - Huron Public Library uses Amazon. We pay a commission on each item sold. Amazon has a SELL ON AMAZON link at the bottom of their webpage (<http://www.amazon.com>)
  - We only use one service to sell our items. It reduces administrative time and it keeps inventory simple to track and store.

### Staffing Needs:

The Friends of the Library provides most of the worker time needed. The Friends also are the ones that collect the profits and pay taxes on the sales. This started out as a one person job and grew as the inventory grew.

- Worker #1 – Sorter (Daily, or at least 3 times a week). Duties: To sort through materials, make judgments as to what is trash and what might be valuable. Handles donations that may be in bad conditions including mold, water damage, and pest residue.
  - At Huron, I as Director in charge of collection development and the full-time cataloger have chosen to perform this task. Anything beneficial to the Library is removed at this point and added to the Library's collection instead of being sold.
  - Books in bad condition are immediately removed to the dumpster.
  - Place possible sell items on a cart for the Amazon Searcher. You never know what will be valuable.
  - Search everything. There was a hardback copy of a bridge engineering handbook from the late 20s that we sold for \$75.00. We sold a small-sized paperback children's book that was only 8 pages for \$30.00. Both of these items looked like dumpster materials but we found out differently when the item was searched through Amazon.
  - The best method we have found is to spend 30 minutes a day sorting through materials.
  - We try to limit items to books only.
- Worker #2 – Amazon Searcher (Daily, or at least 3 times a week). Duties: To run each item through Amazon to see if copies are already listed and how much they are worth.
  - In the past, all sorted items were placed in a special area waiting for the Data Entry worker to scan Amazon for items. This procedure needed lots of storage space. The procedure was changed to use an Experience Works employee to do the scanning and pulling out the possible diamonds from the trash.

- The Amazon Searcher will need access to an Internet computer. The Experience Works individual had very little computer skills when starting this project, but adapted quickly.
- Items are searched by their ISBN numbers whenever possible. Keyword search is used if an ISBN is not available.
- Most items are listed for \$0.01. We only post entries that are \$5.00 or more; any items less are not worth the time to sell.
- Possible sell items are moved to the next station area.
- More than one person can perform this task.
- Worker #3 – Data Entry (Once or twice a week, or as needed). Duties: Lists sell items on Amazon using administrative access. Needs to know about books along with book terminology to accurately list detailed information about items for sell.
  - At the present time we only add our items to pre-existing listings.
  - This person needs to be aware of item condition standards used by Amazon.
  - Proper listings will help to reduce patron complaints and returns.
  - I would suggest that only one person be responsible for this task to make entries consistent. Huron is lucky to have a retired school teacher handling this task.
  - When pricing items, Huron lists the item for the lowest price so that the entry will be one of the first ones to show up on the list when the buyer is searching entries.
  - When a book is listed, the information is printed out and placed inside the book and then moved to the next station.
- Worker #4 – Warehouse Manager / Order Puller (Daily, or Monday – Friday). Duties: In charge of placing items listed on Amazon in an orderly fashion that can be easily located once a sale has been made. The Amazon seller's account should be checked every day, or at least Monday – Friday, for new sells and prepare items for mailing.
  - Amazon handles all communication involved with a sell. New entries should be checked daily. Sellers have three days to respond to a buyer's request. Keep in mind that buyers rate sellers. Bad ratings will reduce sells.

- A system should be set up to organize items for sell. Huron takes the sheet printed when a book is added to Amazon and file it master notebooks alphabetically by title. The page also includes the shelf number where the book is located.
- The worker signs into the Amazon account and checks the YOUR ORDER section for new items sold. Huron prints off these orders, a copy of the packing slip provided by Amazon, and a copy of the email from Amazon showing that an order has been forwarded for your action. The packing slip is used for the mailing address that is attached to the package with the remaining page being inserted to the book itself. The rest of the papers are stapled together and kept as a record of sales. All sales are stored for two years in case of disputes.
- The email account should also be checked daily for Amazon notices of payments that bounced, questions from sellers, or other communications.
- The Library has a postage meter that has an account for the Friends. Media mail is used to send the packages. Amazon add shipping and handling charges to each purchase that usually covers all expenses unless book is overly large or heavy. Huron has stopped providing international sells since the amount Amazon charges for such sells is usually not enough to cover cost of mailing and there have been several instances where the items have not arrived.
- Packages are prepared for next day mailing. Library staff places metered postage on the package in the morning before the regular mail runs.
- After a package leaves the Library, the online sell record is updated to show the exact date and method the package was shipped.
- More than one person can work this area if they are all trained and perform all the tasks the same. Huron is lucky to have a dedicated volunteer that handles all of these tasks five days a week.

### Work Space and Storage Needs:

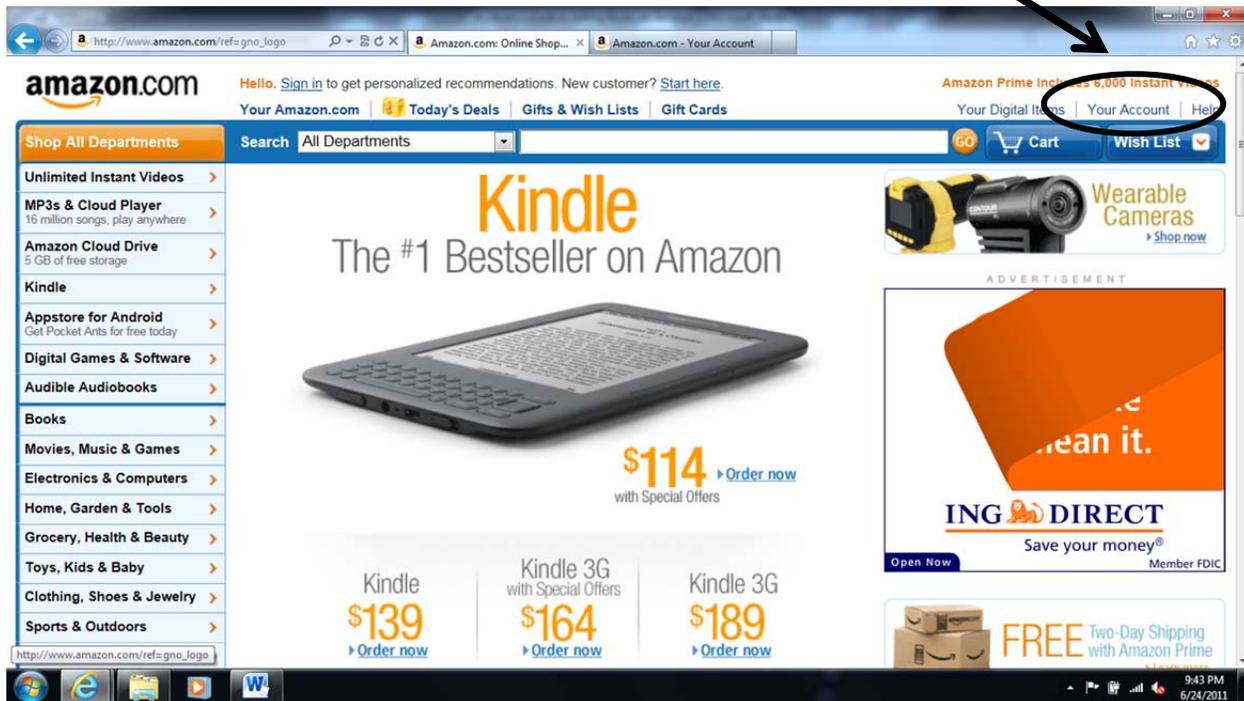
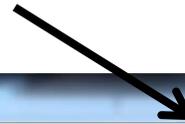
- Warehouse storage – all items should be stored where they can be easily found. We have an area in the staff work area of the Library that is dedicated to this project.
- Supplies storage – packing materials are needed. Huron uses recycled packing envelopes and shipping boxes whenever possible. We do keep a supply of bought padded envelopes. We also save up thin cardboard to use when shipping paperbacks so they do not get damaged during shipping.
- There are two permanent work areas: one for the Data Entry worker and one for the Warehouse Manager / Order puller. The Amazon Searcher uses a shared work area in the work room.
- A computer with Internet connection that has a printer.
- Each worker has an assigned work cart.
- Supplies Needed: Shipping containers, packing tape, staples & stapler, printer paper, pens, scissors, “Media Mail” stamp, postage stamps or postage meter.

### Inventory:

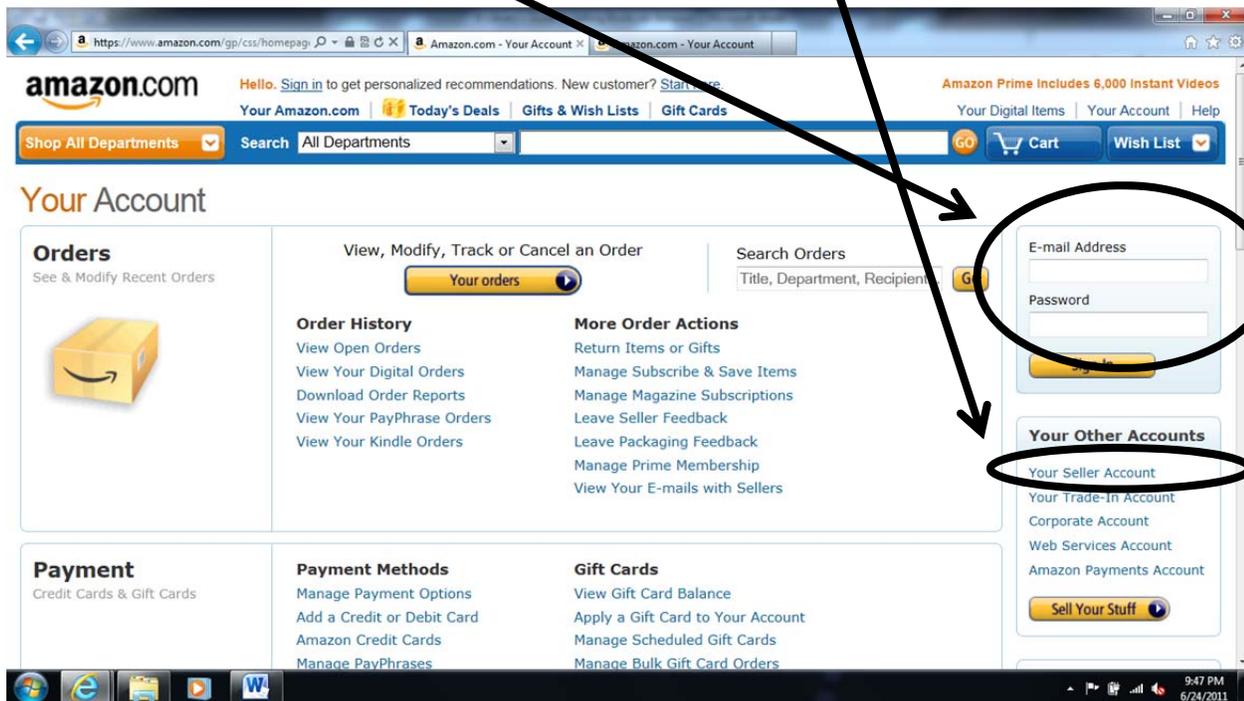
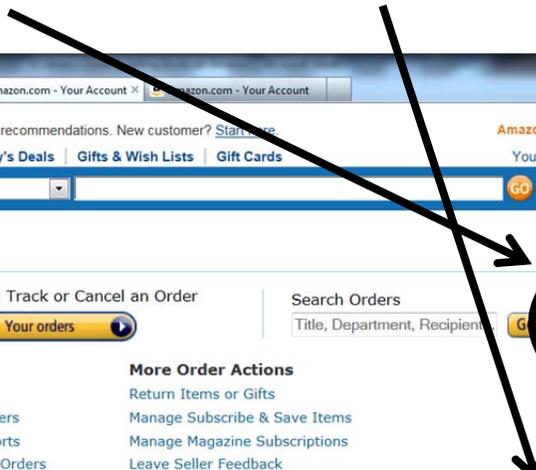
- Library discards make up a small portion of items listed on Amazon. Most of the time, library discards are in bad shape and not worth selling. All ex-library copies must be stated as such in the item description.
- Donations make up most of the items that you will sell. You should post what items that you take as donations to stop people giving you all of their household discards.
- Make sure that you weed out older listings on an ongoing basis. Huron lists items for a year and then removes them from Amazon. These items are moved to the Friends Book Sale Room.

Quick Look at Amazon Administration Pages:

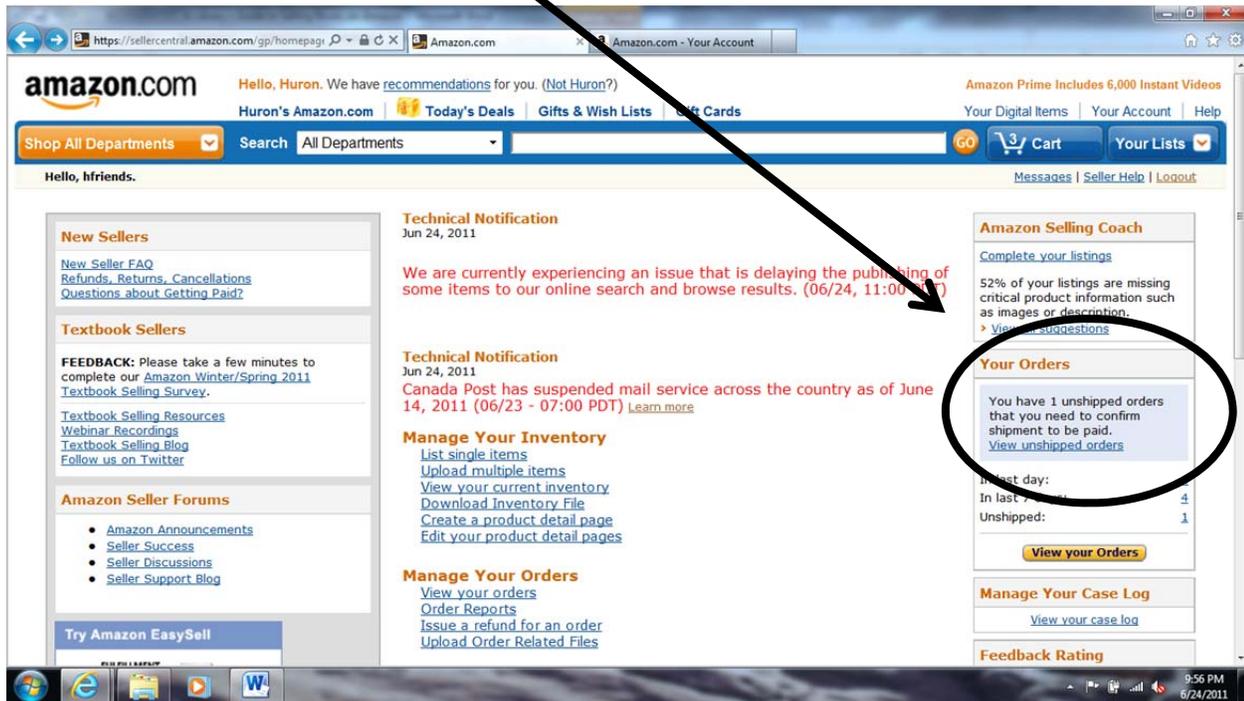
CLICK HERE



Insert your email address and password and then click on YOUR SELLER ACCOUNT.

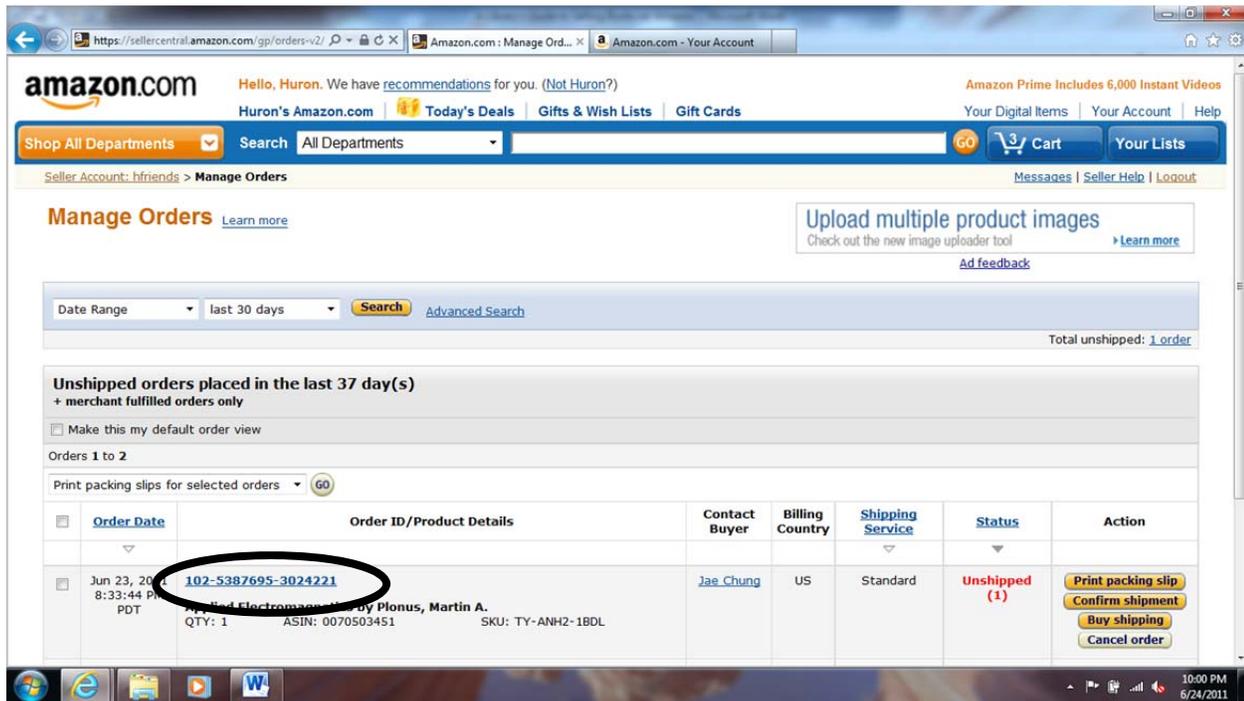


Click on VIEW UNSHIPPED ORDERS.

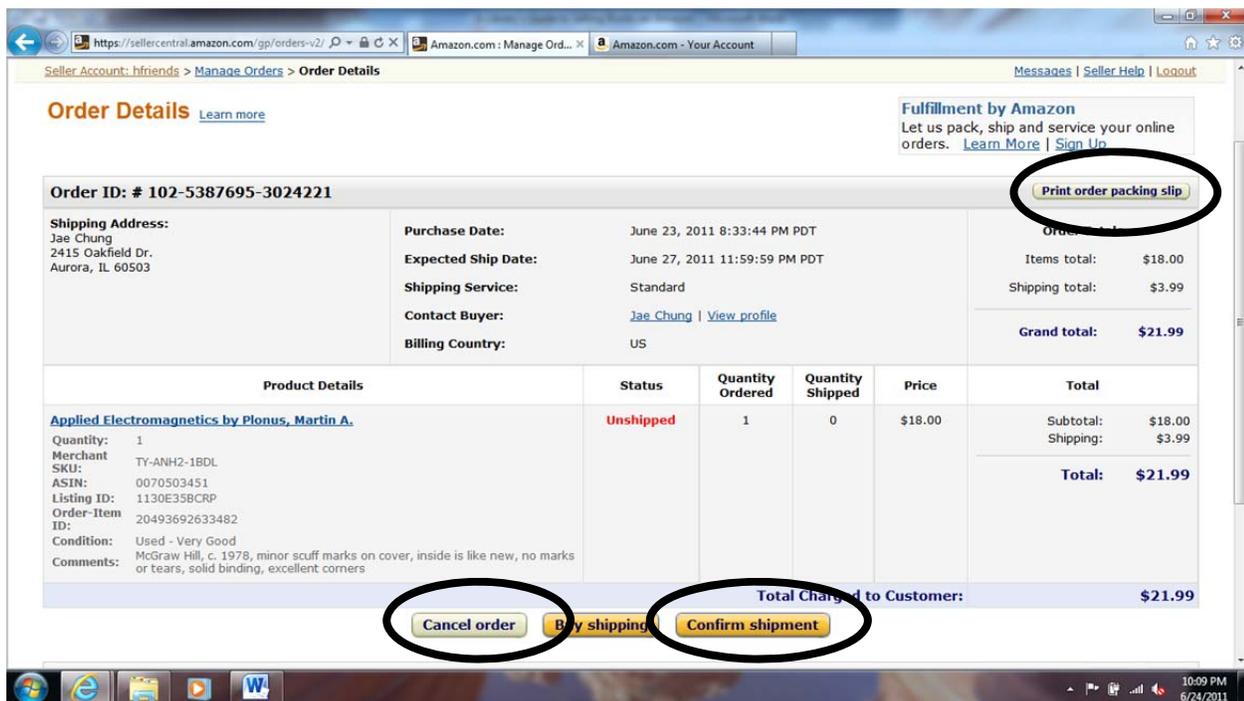


A sold item ready to be shipped, read the table left to right. ORDER DATE: shows when the buyer placed the order (remember you have three days to respond.) ORDER ID: number is assigned by Amazon, also shows the title of the item. CONTACT BUYER: lets you send the buyer an email (if needed). BILLING COUNTRY: the US. SHIPPING SERVICE: Standard (we do not do RUSH orders). STATUS: Here it says Unshipped. ACTION: Lets you Print Packing Slip to place with book for mailing; Confirm Shipment when item is placed in the mail; Buy Shipping we do not use since we have a postage meter; and Cancel Order if you need to refund buyer's money for example the item cannot be found.

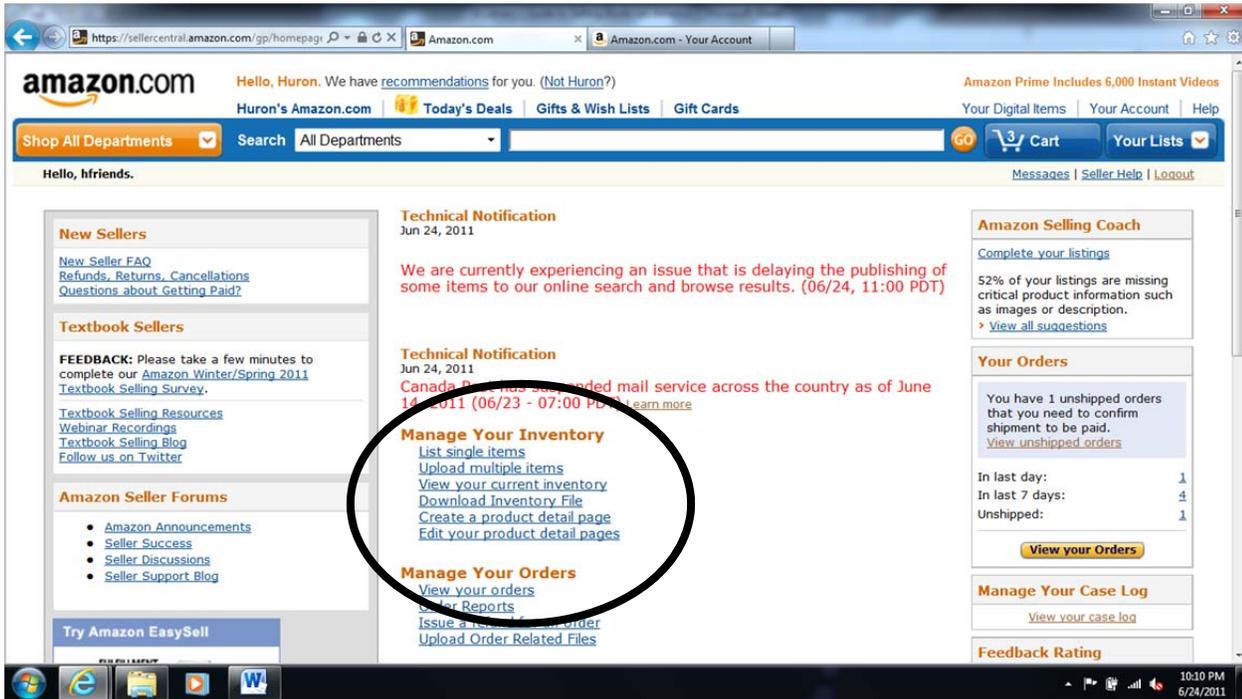
Click on the ORDER ID number to pull up detailed sale information.



Detailed information about sell which we print off and keep. Click on the PRINT ORDER PACKING SLIP information. When item has been mailed, CONFIRM SHIPMENT. If the sold item cannot be found in the inventory, CANCEL ORDER to refund payment to buyer.



To add, delete, and manage inventory, use this section of the webpage. I do not have specific knowledge about this procedure since the volunteer handling this duty has been there for many years.



SAMPLE OF AMAZON SEARCH SCREEN: Select BOOKS in the Search Box and then enter the ISBN number. Look at the USED FROM column. Most of the time you will see \$0.01 for the item. See example below for a paperback edition of Killer Angels by Michael Shaara.



Now if we have a hardback edition of Killer Angels the price for USED FROM shows \$9.80 for this 2004 edition. A collectible edition is selling for \$75.00. If you click on \$9.80, you can see how many copies are for sale and what condition they are in.



There are nineteen copies for sale starting at \$9.80, three of those shown below. The entries will start with featured items and then start with the lowest cost item and work up to the most expensive. That is why Huron tries to put a lower number on our offerings, even if it is \$0.25 less.

The screen shows the cost and tells buyer that \$3.99 will be added for shipping. The condition of the book according the standards Amazon sets. The seller information show the sellers account name, the seller’s rating, where the item is shipping from, and the condition of the book being sold. If the buyer wants this item, he/she will click on ADD TO CART.

You can also see that there are 6 copies considered Collectible for sale. These would be first editions, special editions, and/or signed copies.

it could cost you as little as \$6.30. [Restrictions Apply](#)  
[Learn more](#)

**All**   **New** (34 from \$15.50)   **Used** (19 from \$9.80)   **Collectible** (6 from \$75.00)

Show **Used**   FREE Super Saver Shipping offers only (0)   Sorted by Price + Shipping

**Used** 1-15 of 19 offers

Price + Shipping	Condition	Seller Information	Buying Options
<b>\$9.80</b> + \$3.99 shipping	<b>Used - Acceptable</b>	Seller: <b>ASCII_BOOKS</b> Seller Rating: ★★★★★ <b>93% positive</b> over the past 12 months. (11,094 total ratings) In Stock. Ships from UT, United States. <a href="#">Domestic shipping rates</a> and <a href="#">return policy</a> . HARDCOVER no dj. coverwear/spinewear.COMPLETE & UNABRIDGED.clean/tight	<a href="#">Add to Cart</a> <b>or</b> <a href="#">Sign in</a> to turn on 1-Click ordering.
<b>\$11.85</b> + \$3.99 shipping	<b>Used - Acceptable</b>	Seller: <b>Biblioteka</b> Seller Rating: ★★★★★ <b>96% positive</b> over the past 12 months. (732 total ratings) In Stock. <a href="#">Domestic shipping rates</a> and <a href="#">return policy</a> . this is HARDCOVER !!	<a href="#">Add to Cart</a> <b>or</b> <a href="#">Sign in</a> to turn on 1-Click ordering.
<b>\$11.97</b> + \$3.99 shipping	<b>Used - Good</b>	Seller: <b>1941books</b> Seller Rating: ★★★★★ <b>92% positive</b> over the past 12 months. (3,769 total ratings) In Stock. Ships from WI, United States. <a href="#">Domestic shipping rates</a> and <a href="#">return policy</a> . Some cover wear, cover, pages are clean, binding is good. A good reading copy, not a collectible copy.	<a href="#">Add to Cart</a> <b>or</b> <a href="#">Sign in</a> to turn on 1-Click ordering.

3:28 PM 6/26/2011

Only about one percent of the items that we search for on Amazon is worth listing for sell.