



LTSU SECOND-HAND BOOKSHOP

BOOK SALE AGREEMENT

The LTSU Second-hand bookshop is a non-profit service operating for the benefit of La Trobe University students. We endeavour to provide the best deal for students within the boundaries of our operating capacity.

By submitting books to the LTSU Second Hand Bookshop, you agree to the following **terms and conditions**:

1. LTSU Second-hand Bookshop accepts books on a consignment basis. **No cash is given in exchange for books.** Reimbursement is issued **after a book has been sold.**
2. Books consigned to the LTSU Second-hand Bookshop are sold at a price based on 60% of Recommended Retail Price (RRP) as determined by the ISBN coding of the individual book. Shelf prices and RRP may be adjusted at the discretion of bookshop staff to reflect the age, condition and the depreciating value of a particular book.
3. Following the sale of a book, reimbursement will be made for an amount equal to 50% of RRP for **current LTSU members*** and 40% of RRP for non-members. The RRP on which reimbursements are based may be adjusted as per Clause 2 above. Reimbursements will be processed weekly and issued only in the form of Direct Deposit (Australian bank accounts only) or via a PayPal account. **NB: Membership must be valid at time of drop-off. No retrospective membership benefit will be given.**
4. Books consigned to the LTSU Second-hand Bookshop will be held until they are sold or for the period of **one calendar year**. If books have not sold within this period, you can collect your books or give permission on this contract for the LTSU to environmentally recycle*them on your behalf. ***Where possible books will be donated to students in need.**
5. Students from La Trobe University **regional campuses or city campuses** can consign their books at their home campus. Books will be transferred to the Bundoora Campus via the internal mail system. Likewise, books not sold will be transported back to the home campus for collection. Details are available at latrobesu.org.au.
6. The LTSU will store all books in a secure location which will be monitored during office hours and then accessible only to authorised LTSU personnel. All reasonable steps will be taken to ensure the security of your books. **The LTSU accepts no responsibility for lost, stolen or damaged books.**

I have read and agree to all of the above terms and conditions and submit the books as nominated overleaf to the Latrobe Student Union Second-hand Bookshop

Signed: _____

Date: _____

TURN OVER.....

Please retain your copy of this Book Sale Agreement!

CONTACT DETAILS (**PLEASE PRINT CLEARLY**)

***It is the responsibility of the individual to provide the correct contact details and to ensure that details remain up to date. Please notify LTSU if any of your relevant details change.**

First Name: _____ Surname: _____ Student No.: _____

Home Campus/Institution: _____

Previous Books handed in (please tick): Yes: No:

Student Union Member (please tick): Yes: No: Membership Number: _____

Contact Phone Number: _____ Contact Email Address: _____

Mailing Address: _____ Postcode: _____

PAYMENT OPTIONS

Please tick to indicate your payment preference. We cannot reimburse in cash.

Direct Deposit (BSB & Account Number only. NOT card number)

Money will be transferred into your nominated bank account after a book has been sold.

This option is only available for Australian bank accounts. Payments to international accounts cannot be processed through our banking system.

Bank: _____ BSB: _____

Account Number: _____ Name of Account Holder: _____

OR

PayPal

To set up your free PayPal account visit PayPal-Australia.com.au.

NB: You do not need a credit card or Australian bank account to use PayPal.

BOOKS

Please list the title and author of each book you are submitting for sale.

Title	Author

I would be happy to have my books recycled* if they do not sell within the 12 month time frame.

* Where possible books will be donated to students in need.

I want to collect* my unsold books if they do not sell within the 12 month time frame.

*You will be contacted by email when your books are ready for collection. If there is no response to this email within the specified time frame your books will be donated.

Please Note: It is the responsibility of the book owner to ensure contact details are correct and updated.

PRIVACY STATEMENT: The information provided above will be used by LTSU Second-hand Bookshop staff to undertake all processes relating to the sale of my Second-hand book(s). The LTSU will only use your personal information in accordance with the La Trobe University Privacy Policy. A full copy of the Privacy Policy is available at <http://www.latrobe.edu.au/privacy>

STAFF USE ONLY

Received by: _____ Date: _____ Catalogued by: _____ Date: _____