



Second-hand Books Program Balwyn High School



Serving Chaplaincy - Serving You

2XHBooks

(Secondhand Books at Balwyn High School)

*Chaplaincy serving Students & Parents of Balwyn High School
Students & Parents helping Chaplaincy at Balwyn High School*

View our BLOGSPOT for all information and regularly-updated, and downloadable lists of books which are available.

<http://balwynbooks.blogspot.com.au>

We are pleased to be able to provide this service to the school community – a great win/win situation – selling unwanted books for students and parents, putting money in your pockets, enabling savings on purchases, aiding recycling & reduction in waste, and thus finding an elegant way to fund Chaplaincy at BHS!

We hope we can help you with your needs.

We hope you will support the Booksale.

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Be a volunteer during the intake of books – a big but happy and organised task. Make and meet friends, get books for the next year, and help a good cause happen. Indicate your interest by sending your details – name, address, phone & email to secondhandbooks@balwynhs.vic.edu.au.

Our profits help fund Chaplaincy at BHS

The BHS Chaplaincy Program was established in 1991 under the wider care of what is now called Korus Connect. Costs is shared equally by the School and the Balwyn Korus Connect Chaplaincy Support Group – created for this task of supporting a Chaplain.

The Chaplaincy Support Group contacts local churches for a Mission contribution. It is highly dependent on this and other ways of raising funds and awareness, and seeks (tax-deductible) personal donations wherever it can. Second-hand Book and Uniform Sales exist independently, but our profits provide the Support Group with the bulk of its portion, so that it can honour its agreement with KORUS, managers of Chaplaincy supply.

The Chaplain at Balwyn High School is full time, and works as part of the Welfare Team, housed in the Well-Being Centre at the Moody St entry to the western end of the school. The Support Group meets regularly to support the Chaplain and increase Vision & Values awareness in the school in every way possible.

2XHBooks? How does it all work?

The main focus is on the 'Season' (abt. Nov 29–Dec 10) but the first weeks of Term 1 are also busy, so we open extra hours in January and in the first week of school. After that, the service falls back to 11 – 12 on Tuesdays during Term 1, then usually for the first 2-3 weeks Term 2-4 (and is otherwise 'at call' depending on Volunteer availability). At the end of Feb, after the closure date allowing for any Returns, the data is collated and payments made.

Who runs it?

All staff are volunteers. The Co-ordinator seeks help for the 'Season' of Nov-Dec and many parents (& students too) give one, two or three half days to help with the process. Those familiar with the stock and procedures look forward to returning the next year. Why not join us?

Where?

The 2XHBookstore is in **F 16** in the lower level of F block – **below the THEATRE (at west end of the Main Hall)**. From late Nov 2XHB takes time in the VCE Assessment Centre, located beside F16. Visitors sign in at Reception, walk the length of the Hall & make access down steps from the far end of the courtyard.

The General Principles

Books: Sellers bring any book appearing on the next year's list, details are entered on a database and a unique barcoded label is attached & scanned when sold.

Selling: reasonable condition books are mostly sold at **65%** of the new (Campion) price. Any in 'Poor' condition may be granted Poor-but-pay at 50% but are usually considered a donation to the Chaplaincy Shop - no credit is paid to owners.

Where Faculties decide a digital Access Codes is compulsory for class work, books are priced accordingly lower by the cost of that code. Likewise for some workbooks.

Payment: At the start of Mar, all receive a Statement, and a cheque for **70% of the sale price** of items sold. The remainder stay for sale 'In Shop' until a second round of payments in early October. In an accompanying Statement and after school staff have indicated book changes for the following year, owners are advised of obsolete stock and invited to **Re-claim** any as wished.

Resubmit: Information is sent with this Statement, advising that remaining books need to be RE-SUBMITTED by request before the next season begins. (They can of course be reclaimed at any earlier time by request.) If there is no response – relevant items then become part of our Stock.

Finance

Buying: Debit/Credit/PayWave machine. (Mastercard, Visa only). Direct Transfer by arrangement.

Payment/Statement to Owner: done approx. first week of Mar & Oct. Payment is to the parent/guardian for those year 7-10, or with parent permission may go to a student at VCE level.

Returns? – Yes you can!

Changed subjects? Damaged book? With so many going through, we do aim to provide reasonable condition books but also ask you check when buying as oversights can occur. Returns: you need the receipt or our label (which identifies Seller). No label – no return! No Dec. returns after 28th Feb. (as owners have by then been paid). Books sold after Feb 28 have a return period of 2 weeks (exc holidays). Labels: leave until changes in classes or need for exchange has passed. If removed, attach to purchase receipt.



Depositing

Take to F16, or the Assessment Centre during the Nov/Dec Season during open times. If not open, leave at a Collection Bin by the Accounts window at Reception – available from early Nov.

Preparing Stock for Deposit

We reject old editions/wrong/dirty/written-in books so clean up good and excellent books, erase all writing & locate any extras. Mend with sticky tape/PVC glue. (If we choose to clean – we get the \$!). Attend to requests re information about e-codes, marking whether used or not. Stack in a comfortable pile with largest on the bottom and smallest on top.

Write them in that order (smallest at No 1) on your sheet. (All levels can go together under single account name.)

Add Book Code using the Sell/Buy. Usually a book first used in Yr 7 begins with 1, in Yr 8 begins with 2, etc. – thru to 6 for 12. Study Aids start with 7 or 8 (shop staff can determine specific codes for these).

Place all in strong bag, and secure well.

Gradings

Volunteers check books, codes are entered on computer and a unique barcode sticker applied.

Good = 65% of NEW PRICE (the broadest category. Those deemed to be in satisfactory condition).

Excellent: 75% = the occasional perfect condition.

Poor: 50%. Depends on degree of damage or cleanliness.

Usually regarded as a 'donation' to Chaplaincy – and Non-returnable. Our Motto "If we mend/clean – we get the money!" In some cases we mark them as Poor-but-Pay eg may be an older edition, or maybe more 'weathered' but acceptable.

Scrap = (discard/deleted) Damaged/wrong/dirty/old.

Ecode books = graded for condition of book, and then adjusted depending on Faculty's decision on whether REQUIRED or OPTIONAL

Ebooks: have an online password/code. Variable usage - depends on Faculty. For SOME, these are regarded as additional aids – and are NOT REQUIRED by the staff.

Some ecodes last over 3 users, others have a yearly Reactivation cost. Many have an ongoing online copy of the book. Some direct you to built-in study-aids.

Nov/Dec: Buy by using Pre-Order Forms

Just for the Nov-Dec period, books can only come in after classes finish using them, so we use a Pre-Order system

- Timing is dependent on the finalization of the Campion Lists which usually occurs mid November
- **Incoming Year 7** Pre-Order: sent with Introduction package, collection timed for 3 days before the final due date for Campion booklist (usually the 2nd Fri Dec)
- **All Level Pre-Order Sheet.** With far fewer books this 2023 season, all levels are on one Sheet
- **Direct Selling** from remaining stock for each level BEGINS ONCE ORDERS ARE FILLED.

Publicity & Process

- Nov: DRAFT SELL/BUY LIST (all books which reappear for the next year) – usually goes out early to Year 12
- Once Campion Lists are finalized: SELL/BUY LIST and other links sent via emails, website etc with hard copy also available from Reception Accounts window.
- A collection bin is located at Reception in the second week of November as VCE exams finish.

The Forms Online

BLOGSPOT for all info and regularly updated (during rest of year), downloadable list of books available.

<http://balwynbooks.blogspot.com.au>

or BHS site on horizontal menu on front page under OUR COMMUNITY or PARENTS

Some are available all year –

1. AVAILABLE STOCK: **only from the above blogspot** Jan to Oct – a list showing how many of each book are in the shop.
2. SELL & BUY LIST: for CURRENT year
3. SELLER DETAILS FORM. All owner and payment details, and a place to list the books being submitted
4. SHOP TIMES: (appropriate to time of year, and includes extended times at start of Term 1)
5. OVERVIEW BROCHURE. Giving general Info on the System
6. INFORMATION: any relevant updates for Current Sellers

For the Nov/Dec Season only

6. SELL (& BUY) LIST for COMING year. Starts Nov - dual purpose, shows books to sell and to buy, with info on codes and our selling prices. All are confirmed as listed for the following year - most at about 65% of Campion prices but an increasing number have discounts to allow for re-activation of codes.
7. PRE-ORDER FORM
8. VOLUNTEER OFFER FORM: Dates to pick and choose when you can help. Thanks. We love to get your help.

