

## **MINGDAO UNIVERSITY LIBRARY**

### **Second-hand Textbook Consignment Implementation Plan**

Adopted by 1st Office of Library and Information Meeting Minutes 1st Semester of 109 Academic Year on September 9, 2020

Adopted by 1st Library and Information Technology Advisory Committee of 1st Semester of 108 Academic Year Meeting Minutes on December 30, 2019

- I. Consignment object: teachers and students of our school
- II. Consignment books specification: Chinese and foreign textbooks with copyright
- III. Consignment time: February to March 15 and September to October 15 each year
- IV. Collection location: counter on the first floor of the library
- V. Consignment rules:
  1. The second-hand textbook consignment activities are purely service-oriented. During the consignment period, if the consigned books are damaged or lost, the library will not bear any responsibility for compensation and storage.
  2. The consignment is limited to 5 books per person (does not accept damaged, missing pages, defaced and pirated books), and the consignment price is determined by the students themselves (the price should not exceed the original recommended price)
  3. When consignment is required, fill in the second-hand textbook consignment application form and the letter of guarantee.
  4. Unsold second-hand books will be either returned to the owner or donated to the owner or donated to the library .All unreclaimed textbooks will be donated to the library on April 30<sup>th</sup> and November 30<sup>th</sup>.
  5. Unretrieved money from sold second-hand textbooks will be transferred to the library for future uses on April 30th and November 30th at the end of the consignment activity.
- VI. Notes for purchase: When purchasing, please confirm the title and condition of the book. After the buyer completes the transaction procedures, he / she must not request a refund or exchange of books due to other factors.



**MINGDAO UNIVERSITY LIBRARY**  
**Second-hand Textbook Consignment Application Form**

<b>Consignment Date</b>		<b>Department Class</b>		<b>Student Number</b>	
<b>Name</b>		<b>Phone Number</b>		<b>E-mail</b>	

Number <small>( Filled by librarian )</small>	Book Title	Price	At the end of the consignment	Recipient's signature	Sold		getting the book back	
					Signature of the person	Signature of the librarian	Signature of the person	Signature of the librarian
			<input type="checkbox"/> Getting the book back <input type="checkbox"/> Donate books					
			<input type="checkbox"/> Getting the book back <input type="checkbox"/> Donate books					
			<input type="checkbox"/> Getting the book back <input type="checkbox"/> Donate books					
			<input type="checkbox"/> Getting the book back <input type="checkbox"/> Donate books					
			<input type="checkbox"/> Getting the book back <input type="checkbox"/> Donate books					

**MINGDAO UNIVERSITY LIBRARY**  
**Letter of Guarantee for The Implementation Plan of Second-hand  
Textbook Consignment Activities**

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- VI. Notes for purchase: When purchasing, please confirm the title and condition of the book. After the buyer completes the transaction procedures, he / she must not request a refund or exchange of books due to other factors.

I have read and agreed to the requirements for the implementation plan of the second-hand textbook consignment.

Signature of Consent Letter:

Department:

Student ID:

Address:

Phone Number:

Year

Month

Day