19 November 2010

Dear Parents/Guardians

**SECOND HAND BOOKS 2011**

A service to assist the exchange of second-hand books between families will again be provided by the College this year. Parents wishing to sell books are invited to submit their contact details to the college for inclusion in a list which will be distributed to families who have indicated their interest in participating in the book exchange. Information will be categorised as per the following example:

<table>
<thead>
<tr>
<th>I wish to buy for Year Level</th>
<th>I wish to sell from Year Level</th>
<th>SURNAME</th>
<th>SUBURB</th>
<th>EMAIL CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9</td>
<td>Year 8</td>
<td>CITIZEN</td>
<td>CHADSTONE</td>
<td><a href="mailto:student@school.com">student@school.com</a></td>
</tr>
</tbody>
</table>

**PLEASE NOTE THAT BY SUBMITTING THIS INFORMATION VIA EMAIL TO SALESIAN COLLEGE YOU ARE AUTHORIZING THE PUBLICATION OF THIS INFORMATION ON A LIST TO BE DISTRIBUTED WITHIN THE COLLEGE COMMUNITY.**

PLEASE NOTE:

- It is the responsibility of the purchaser to ensure that the correct editions of books and any additional CDs, etc are **EXACTLY** as per the 2010 Booklist.
- Individual titles of books will not be listed. It is up to the purchaser to contact the seller regarding various titles available.
- Recommended pricing of books
  - 50% of RRP for books in excellent condition
  - One Third of RRP for books in lesser condition

**PROCESS**

1. Email to booksales@salesianchad.vic.edu.au the following information:

<table>
<thead>
<tr>
<th>I wish to buy for Year Level</th>
<th>I wish to sell from Year Level</th>
<th>SURNAME</th>
<th>SUBURB</th>
<th>EMAIL CONTACT</th>
</tr>
</thead>
</table>

2. If you are selling/buying in more than one Year Level provide this information.

This information will be placed on a listing in Year Level groups. The list will then be emailed to the families who have indicated their interest.

**ONCE YOU HAVE SOLD OR PURCHASED YOUR BOOKS:**

Email to booksales@salesianchad.vic.edu.au to have your details removed from the listing. The list will be updated and re-emailed to those people still on the listing.

Any enquires to Gabrielle Dalton on 9807 2644 or booksales@salesianchad.vic.edu.au

We hope this facility will assist families in successful exchanges.

Yours sincerely

John Visentin
Deputy Principal – Student Services

**DISCLAIMER**

Salesian College is providing this service and is not responsible for any negotiations