

BUYING BOOKS?

Here's what to look for

To assure our future customers can receive high-quality used books, the following guidelines **must be followed** when grading titles.

The following textbook types need to be inspected carefully. Books with these problems will be considered an excess by MBS and disposed of if bought without following the guidelines.

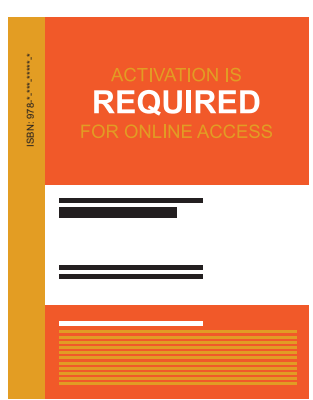


Loose-leaf custom publications

Buy this: Both covers and the copyright page are included

Not That: The front/back cover OR copyright page are missing

NOTE: When buying loose-leaf titles, be sure to double band them with #64 rubber bands. Pack loose-leaves in separate boxes and mark the boxes with "L L" on all sides.



Titles with access codes

Buy this: The code is unused and unexposed, or the title doesn't have a "new" notation in both the title and the comments area of your text application.

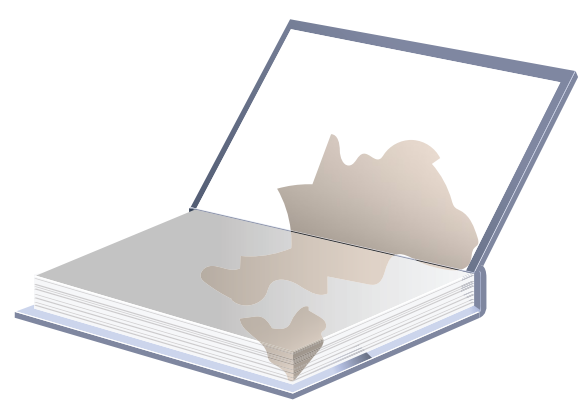
Not that: The code is used and has a "new" notation either by the title or under the comments



Packages and bundles

Buy this: All CDs, passwords or other elements are present

Not That: An item is missing, such as a DVD or password



Liquid damage

Buy this: Titles without mold, dark stains in the text or rippling on 25% or more of the pages

Not that: Any mold or stains, pages stuck together or excessive rippling



Law books

Buy this: Pages are clean and relatively unmarked

Not That: More than 50% of the pages have cribbing (writing or highlighting)



Perforated books

Buy this: All pages are intact

Not that: At least one page is loose or missing. To test this, squeeze the book at the top of the binding or fan the book slowly.



Study guides

Buy this: There is minimal writing and no damage

Not That: Writing on more than five pages, or any amount of water damage



Trade books (rack-sized)

Buy this: Pages and covers are intact, no water damage

Not that: Part of the cover is missing, any pages are loose or any water damage is present