



Grading Guidelines for Buyers

GRADING GUIDELINES

- To assure that our customers receive high-quality used books, the following guidelines must be followed when grading books that will be sold to or returned to MBS.
- The following categories need to be inspected carefully. These problem books will be thrown away if the grading guidelines are not followed.

Shipping Note: Don't let book value erode with books getting damaged in shipping. Pack securely and ship timely.

CATEGORY:	UNACCEPTABLE IF:	BUYER PROCESS:
PHYSICAL CHARACTERISTICS	<ul style="list-style-type: none"> • Missing or torn covers • Cover/binding is split or separated from book contents; loose pages • Missing pages 	
ACCESS CODES	<ul style="list-style-type: none"> • Code is open or exposed 	
PACKAGES	<ul style="list-style-type: none"> • A component, such as an access code or CD, is missing 	
LOOSE LEAF PUBLICATIONS	<ul style="list-style-type: none"> • The front or back cover or copyright page is missing • The publisher's barcode is missing • Missing pages • Contains photocopied or blank page inserts 	<ul style="list-style-type: none"> • Fan slowly to determine if complete • Double band with # 64 rubber bands. Pack loose leaf's in separate boxes and mark boxes with "LL" on all sides
PERFORATED BOOKS	<ul style="list-style-type: none"> • Missing pages 	<ul style="list-style-type: none"> • Squeeze book at top of the binding to look for missing pages • Fan book to look for missing pages
REBOUND BOOKS	<ul style="list-style-type: none"> • Original publisher cover has been replaced • Loose leaf has been bound 	
WATER DAMAGE	<ul style="list-style-type: none"> • Mold, mildew or dark stains present • Pages stick together • More than 25% of the book is rippled or stained 	
LAW BOOKS	<ul style="list-style-type: none"> • More than 50% of the book has been cribbed or underlined • Contains highlighting which obscures the text 	
STUDY GUIDES, WORKBOOKS or WORK TEXTS	<ul style="list-style-type: none"> • More than 5 pages have writing • Missing pages 	
COMPLIMENTARY COPIES	<ul style="list-style-type: none"> • Publisher marked, stickered or otherwise identified as a professional review, free or complimentary copy 	
INTERNATIONAL STUDENT EDITIONS	<ul style="list-style-type: none"> • Book is an international student edition (ISE) and has an ISBN that varies from a North American student edition 	
PUBLISHER CONSIGNMENT (RENTAL) BOOK	<ul style="list-style-type: none"> • Book is not in a reusable condition • Normal wear and tear is acceptable 	