# Description of the YM Bookshop

## 1. Workload of the function

| Time Interval | Tasks | Workload |
|---|---|---|
| 12 months prior to YM start | Contribute to choice of venue for YM. Visits to potential venues with other committee members. Request space for the Bookshop in a site where there will be passing traffic, preferably near the dining area. Preferably the site should be a separate one which can be at least closed off overnight. | 20 hours |
| 9 months prior to YM start | Approach a bookseller who is willing to supply books and will accept back any unsold books. Pauline Books and Media in Adelaide (PBM) will do this. Discuss a list of books which can be ordered. Decide how many of the standard Q books to order. Catalogues are available on the Web for Friends Book Centre, Euston Rd London and also The Book Depository. There is a list of those presently available (attached) PBM are now used to our preferences and will add a range of suitable books in addition. See attached note re payment. | Several contacts |
| 2 months prior | Check on progress with the order, and make arrangements for delivery of the books to the YM site preferably on the morning of the first day of YM. PBM will provide a list of Books with prices to keep track of sales as they occur. | 2 hours per week |
| 1 week before YM | Construct a spreadsheet headed with the title of the Books for sale. Sales will be entered on this and the prices entered to keep a running record of sales | 2 hours |

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| | Create several signs giving the times the Bookshop will be open. Put one near the Help Desk and any other obvious place. | |
| First day of YM | Set out books for sale. There are ALWAYS Friends who ask you to sell a pile of their books. (usually 8-10 authors) These must be added to the spreadsheet to keep track of how many are sold. It is usually adequate to put a small container near the books, as an honesty box.but many authors need reminding to collect unsold copies. | As needed |
| Whole of YM | Most sales occur at meal times so a roster is needed. Browsers come at any time. | At set times. |
| 1 month after YM | Resolution of accounts with Bookseller | 1 hour |
| | | |
| Overall workload: | Moderate to heavy | |
| Skills required to undertake this function | A knowledge of Quaker books, and books in general. | |
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NOTE RE PAYMENT

The Bookshop has been a part of YM for at least 11 years. Until last year, PBM ordered the books and included a portable credit card machine. All payments for the books they provided were by credit card. They also provided a heap of Order Forms in case some books sold out. When the last copy of a book is sold it helps to leave it there until the last day, with the name of the person who wants to buy it on a Post It. If more people want it, they can order another copy. No payment is accepted for books on order, and PBM charges them later.

In 2017 there was insufficient room to allow the Bookshop to run as usual. So only one copy of each Quaker book was ordered and I paid for them all before YM. There were no other books on sale. I was happy to keep the few books which did not sell. This was not very satisfactory, as Friends seemed reluctant to use the order forms.

The PBM shop in Adelaide is always very helpful and Sr Marissa there has a good understanding of what other books Qs may buy. In fact she has found Q books we didn't know about! When YM was in Wollongong last we used the Sydney PBM shop for supplies and this was not satisfactory – lots of lives of the saints etc were added. Sr Marissa would be willing to negotiate with the Sydney group if asked to do so.

Topsy Evans