**Sustainable Shelves User Agreement**

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| **Customer Name:**  |
| **Library Contact: Baker & Taylor Contact:** |
| Name: |  |
| Title: |  |
| Email: |  |
| Tel: |  |
| Street Address: |  |
| City: |  |
| State, Zip: |  |

**Program Features:**

* A simple, customizable process for libraries to quickly get cash for books
* Turn unwanted collection materials into cash or credit
* Libraries are provided pre-labeled boxes and pick-up is arranged at no cost
* Receive cash or credit for books within 30 days

**EAP PROCESS:**

* Library completes Sustainable Shelves Checklist
* Library provides Baker & Taylor with weeding list
* Baker & Taylor analyzes list and categorizes books into two groups – pinks and greens
* Library is provided value of weeded books
* Library weeds collection into the two (pink and green) groups
	+ Baker & Taylor can provide boxes and labels or the library can use their own boxes
* Baker & Taylor’s logistics vendor will pick-up weeded books at no-cost
* Library receives cash or credit within 30 days of book pick up

**COMPENSATION SCHEDULE:**

* No cost to library for boxes, labels, book pick-up or shipping
* Library receives payment for weeded book value within 30 days of book pick up
	+ Cash compensation 10% - bronze level
	+ Book/materials credit 15% - silver level
	+ Baker & Taylor Software credit 20% - gold level
	+ Baker & Taylor Software credit 25% (green category only pick up) - platinum level

 **Customer agrees to participate in Baker & Taylor Sustainable Shelves EAP**

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| **Signed:** |
| **Name:** |
| **Title: Date:** |