

Benefit Book Auction Policies and Procedures
Lancaster Mennonite Historical Society
2215 Millstream Road, Lancaster, PA 17602-1499
Phone: (717) 393-9745
Web Site: www.lmhs.org E-mail: usedbooks@lmhs.org
Hours: 8:30 a.m.-4:30 p.m., Tuesday-Saturday

Display and Schedule

1. Books for auction are on display approximately four weeks prior to each sale.
2. Auctions begin at 6:30 p.m. Auctions will be held on the second Friday evening of January, March, May, July, September, and November.

Catalog, Bidding, and Purchase

1. Auction catalogs are available for free at <http://www.lmhs.org/auction.html>. Follow the links to the catalog.
2. Auction catalog subscription: \$25.00 ppd. per calendar year. (See order form). Individual copies are available at \$5.00 each plus \$3.00 postage and handling.
3. Customers may place absentee bids in person prior to the sale, by mail, via our website, by email, or by phone; both absentee and floor bids compete at the sale. For example, if an absentee bidder sends a maximum bid of \$25.00 for the lot and the highest floor bid is \$15.00, the absentee bidder does not pay \$25.00 but only one increment (typically \$2.00 or \$5.00) higher. Bidding starts slightly higher than the second highest absentee bid or at \$10.00 if only one absentee bid was received. If there is no absentee bid for a lot, floor bidding starts at \$5.00.
4. No absentee bids under \$10.00 will be accepted. Bids must be in full dollar amounts. In cases of tied bids, the one received first gets preference. In case of a tied bid between a floor bid and an absentee bid, the floor bid receives preference. Bids must be received by 4:30 p.m. (EST) on the Thursday before the sale.
5. Persons with questions about listed lots can contact the Used Books Sales Manager by phone or email: usedbooks@lmhs.org.
6. Buyers will receive an invoice stating lots won and sale amounts. The books will be mailed when payment is received. If no payment is received the Society will consider no future bids from them. The invoice is mailed separately. A service charge of 1.5% per month, equal to an annual service charge of 18%, will be added to all accounts 30 days or more past due. Minimum service charge is \$1.00 per month. Payment must be made in U.S. funds through U.S. banks.
7. A packing charge of \$.25 per volume will be made for books not picked up at the sale. Postage on books is the prevailing book rate, subject to change by the U.S. Postal Service. No package will be sent for less than \$5.00 packing/handling fee. Insurance rates available on request.
8. For changes of address, persons should provide the Society with new contact information as soon as possible.
9. Prices realized will be posted on the website (<http://www.lmhs.org/auction.html>) approximately 2 weeks after each auction. Individuals wanting prices realized mailed to them for the year must send \$12.00 ppd. to the Society. Individual copies of prices realized are available for \$3.00 plus \$1.00 postage/handling.

Consignments

1. Consignments should be clean and acceptable for resale. Please see opposite side of this sheet for guidelines on Acceptable Materials for the auction. Books must be BOXED, not bagged, and brought to the Society during regular hours.
2. Consignors shall enter into a mutual *Contract for Auction* agreement with the Society upon submitting a consignment.
3. Consignors are urged to submit items in the Society's specialty areas. The cataloger reserves the right to reject from consignments any items not fitting acceptable categories. All unacceptable items and unsold lots from the auction become the property of the Society regardless of their potential value. For help, see the outline of Acceptable Materials.
4. Any lots from a consignment that are removed from the auction by the consignor after the lot(s) are advertised will be subject to a \$5.00 handling charge per lot. Lots must be removed as a unit.
5. **The Society's charges for advertising and selling are as follows: (a) Lots selling for \$250.00 and above, 15% of sale price; (b) \$100.00-\$249.00, 20% (c) \$16.00-\$99.00, 30%; (d) \$6.00-\$15.00, 50%; (e) under \$6.00, 100%.**

History and Purpose

In 1968 the Society began to sponsor auctions and they are operated primarily by volunteers. The purpose of the auction is to (1) be a fundraising event for the Society's programs, (2) serve its members, students, and patron institutions in acquisition/resale of old and rare titles, (3) increase public awareness of the Society's programs, (4) dispose of duplicate or unneeded materials, (5) serve as a means of assessing fair market value of items donated to or withdrawn from Society holdings.

Benefit Auctions of Rare, Out-of-Print, and Used Books

Acceptable Materials

The following types of materials will be accepted on a **consignment** or **donated** basis for the Society's book auctions. **In order for an item to sold on the auction, it must fall into at least one of these scopes** that provide a broad context for interpretation of the Mennonite experience from 1525 to the present, with a focus on the Pennsylvania scene.

Please Note: All unacceptable items and unsold lots from the auction become the property of the Society regardless of their potential value.

Primary Scope

- Works relating to the history, culture, music, and biography of Mennonite, Amish and Hutterite groups, not including modern inspirational and modern theological works

Geographical Scope

- Historical and cultural works pertaining to Lancaster County and other counties in southeast and southcentral Pennsylvania
- Historical and cultural works pertaining to locales with large populations of Mennonite or Amish groups
- Transportation (railroads, canals, etc.) in Pennsylvania.

Social Historical Scope

- Genealogy pertaining to the above Primary or Geographical Scopes
- Family Bibles (i.e., Bibles w/ family records) pertaining to the above Primary or Geographical Scopes
- Reference works on hymnology

Pennsylvania German Scope

- Pennsylvania German language, history, culture, farming, art, etc.
- Publications of the Pennsylvania German Society, and other similar organizations

Chronological Scope (for items not pertaining to any of the above scopes)

- Books of music or hymns printed before 1850
- American books printed prior to 1830
- European books printed prior to 1800

***Occasional other high-value books could be accepted with prior approval of the Used Book Sales Manager.**

***The best way to determine if your materials are suitable for our auction is to discuss it with the Used Book Sales Manager prior to bringing them to the Society.**

Book Auction Catalog Subscription for Calendar Year _____

Note: Catalog is available for free viewing at our website www.lmhs.org/auction.html. The catalog can also be emailed to you for a fee.

	Catalogs	Prices Realized	Catalogs & Prices Realized
First Class Mail:	\$25.00	\$12.00	\$37.00
Canada: (US funds):	\$30.00	\$12.00	\$42.00

Total Funds enclosed \$ _____

Name _____ Phone _____ E-mail _____

Address _____

Street

City

State

ZIP

Mail to Lancaster Mennonite Historical Society, 2215 Millstream Road, Lancaster, PA 17602-1499.