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If you have ever purchased books through CSBE, you are now able to sign into your account with your e-mail by going directly to www.csbe.net/school/coned and selecting “**My Account**”. Once you have logged in, select “**Sell My Books**” and you will find an option to Print and Ship. Simply follow the directions!

OR

Drop off your used books in person (9am-4pm Monday-Friday) or send them by courier to the address below. **If you are not delivering them in person, make sure you include a note with your name, address, telephone number, e-mail address, night school name and who we are to send the cheque to.** Once CSBE receives your books, we will provide you a statement containing your tracking number.

Attention: Night School Consignment Receiving
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3300 Ridgeway Dr., Unit 5
Mississauga ON L5L 5Z9

Have more books to sell?

CSBE provides a convenient tool to submit additional books for resale. Simply visit the Sell My Books link on your account to lookup books and their potential demand. You can then arrange for shipping to CSBE at reduced rates or drop your books off at CSBE's Mississauga location. CSBE will accept most books in reasonable condition including primary, high school, CGEP, college, university and general reading books (paperbacks must be in good-very fine condition).

How do I track my consignment books and payments?

You will receive a mail or e-mail statement once we have registered all your consignment books. To track the status of your consignment books, log-in to the consignment tracking feature on your online school bookstore (www.csbe.net/school/coned). You will need the information from the statement for web access.

When will CSBE send credits or payments?

Canadian School Book Exchange will send credits or payments for books sold on roughly a quarterly basis. If you believe you should have been paid for books but have not received payment(s), please first track the consignment as described above. If you need more information, please contact CSBE directly with the consignment number for assistance.

CSBE will not automatically issue cheque payment for less than \$10.00. These funds may be transferred into your CSBE account for use on future orders or paid out on request (additional fees may apply for electronic transfers under \$10.00 such as for Interac E-mail Transfers and bank wires).

Can I have my unsold books back?

Please contact CSBE at INetSales@csbe.net with your consignment number and we will make arrangements with you to have your unsold books returned. You may be responsible for shipping charges where applicable. Please be aware of the following:

- Within two (2) years of receipt of your books, unsalable books (damaged or not-in-demand) may be donated to developing countries or properly recycled at CSBE's discretion. You will be notified by e-mail in advance, and will have two (2) months to contact CSBE to request them back.
- After two (2) years of receipt of your books, unsalable books may be donated or recycled without notice at CSBE's discretion.

What will CSBE pay for my books?

For most schools, CSBE has negotiated with your school the payout rates for books on your school's curriculum and sold back to your school. While your school's specific rates may be different, CSBE generally pays about 50% of the resale value of on-curriculum used books in Good condition sold back to other students/parents at your school. Books in better condition (i.e.: Very Fine or New) get paid higher and books in lower condition (i.e.: Good-with-Repair and Usable) get paid less. For specific payout rates, please contact CSBE by e-mail. All rates are subject to change at CSBE's discretion from time to time.

Books that are either off your school's curriculum or for which CSBE has received excess consigned books to fill your school's needs will be made available to other schools in the CSBE Independent School Network, to the general school system in Canada and then to 3rd party resellers. Payout rates are generally market based and can change dramatically from day to day. From the time books are off-curriculum and starting the following year, payout rates will be reduced by $\frac{1}{4}$ of the original rate until \$0, at which point CSBE will assume ownership of consignment books still in CSBE's possession. For specific payout rates, please contact CSBE by e-mail. All rates are subject to change at CSBE's discretion from time to time.

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