

# STAFF MEETING

LIBRARY  
COMPUTER USE →

- DRAFT RETURNS AUTHORISATIONS (@ INCOMING FREIGHT)  
OWP / MACM / ALLEN + UNWIN (AA)
- CREDIT CLAIMS — USING THE (F8) KEY. (AC)

**GREAT  
VALUE**

**\$79.95  
r.p.p**

BOOKWISE

incoming freight AMERICAN PRICE

2 email filing

7 Plse dont fax supp. during wk - ring + create order while cust is shop.

(Sun)

3 feedback shop.

on mystery

Early Childhood Dev new! mc

4 Desks / Keyboards

8 emails over w/ weekend

5 Pls bring cases w/ CDs, & replace CDs in cases. Duh. or reading policy.

(Sun)

6 Reviews: please write some!!!

7 NZ-man shelves - what goes where

8 Let's respect one another's treasured property re: CDs. AR.

9 New fears plan: MC to talk up. Plan in AR's locker.



UNITY  
BOOKS  
LTD

57 Willis Street  
Wellington, New Zealand  
unity.books@clear.net.nz

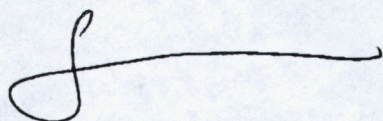
ph (04) 499 4245  
fx (04) 499 4246  
0800 4 UNITY 0800 486 489

78 Nelson cres  
NAPIER

Dear Sandra,

Enclosed is your copy of 'The Book of Illusions'. I am sorry to say that we cannot exchange it for 'Our Lady of the Forest'. I see by your receipt that you have already returned 'Boy' for 'Book of Illusions'. It is not our shop policy to allow customers to continually return books until they get the 'right one'. When you order a book from us it is considered 'firm sale' and as such is non-returnable. We have made exceptions for you on previous occasions but to continue to do so becomes costly and time consuming for us. Thank you.

Kind regards



Simile Simpson  
Special orders co-ordinator.



78 Nelson Crescent  
NAPIER

Unity Books  
57 Willis Street  
WELLINGTON

I wonder if I could please exchange this book for OUR LADY OF THE FOREST by DAVID GUTERSON. I'm a big fan of his writing and wasn't aware that he had a new book at the time of ordering the Auster one. The Auster book had been recommended to me but on looking at it I don't think it really appeals to me. Any difference in price plus postage/packaging could be charged to my visa.

I'm sorry for any inconvenience.

Thank you.

Sandra

SANDRA HOLMES

Handwritten initials and a scribble at the bottom right of the page.



Minutes

5. May 2003

Chaw

CM.

(AC + AR spots.)

⑧ Hamish epology - cutting wisdom tooth.

① Rotation of Meeting Day.

② Hiterism update:

poss. for tall people to meet P.M.?

③ postpone library updates.

④ Gigs. Need staff. for gigs & shop.

⑤ Phone bill. Much improved. Thanks

still odd occasion of file server left on.

⑥ Price changes:

21.99c → 22.00.

- Change price stickers

- Check till & book at P.O.S.

⑦ cancellation procedures. for off-shore sp. orders.  
see Annex A. for training

⑧ remove old editions / HB / TP when new ed.  
shelved.

⑨ Sports books - bit low?

⑩ P & A enquiries: Check stock in store.

Pull titles over.

New form - ideas please.

⑪ love notes in till:

write on Postnote rather than till / eftpos  
ships.

⑫ lost books - write date!!!

⑬ Find Imprint

⑭ Backup Disc - return any strays.



- (15) NZ Books in print. - v. handy.
- (16) New Bakers site. Any Probs? See Annot.
- (17) Courier charges  
Fastway - print before <sup>11 am.</sup> ~~Noon~~ for local same-day,  
for pickup before Noon.
- (18) Emails on Sat. Please do them - PTO  
action sp-orders.
- (19) Notes in till if wrong key hit eg credit/cash etc.  
if B/scan crashes - don't Resell books - hand with  
receipt.
- (20) Prepay - take card details rather than  
Prepay - prices need to be checked w/ Suppliers.
- (21) Dodgy C. Read Alt As' (22) GARD + BTT REPORT CODES



23

— OVER KEYING PRICES OF BOOKS IN STOCK. —  
ie CHECKED FROM GARD / BTI THEN PENG (see Attached  
Sheet)



## Staff Meeting (10 June '03)

- KS becomes special orders person & 3-i-c.
- R & W committee members 20% discount until April '04. List at back counter
- write "Personal Mail" on stuff you sent from Unity in Unity wrap.
- write details on Sprintcycle stubs when you use 'em.
- Simon & Schuster imprints to change suppliers
- Duffy & Snelgrove - Angus - EDUD to MAEM.
- ~~Pitkin~~ from BATE to HODD (PENG). in Oct '03  
BATE won't order, HODD can't. Go GARD.
- T & H "special order" <sup>if it says</sup> on reports, 6-8 weeks plus.
- code sheets at front counter to explain B & T & GARD report codes.
- check imprint is correct when bringing over titles from Book Find.



• Kim Hill booklist emails in "National Radio" inbox on computer.

• Check carefully what goes into which library pigeonhole & check quantities. Leave note if you take things out.

• Don't fixate SPs then sell them for cash. It confuses Anna A.

• When doing ~~fitting~~ front-listing, if the computer says "No ISBN", you've typed it wrong.

• Put one 11-4-10 card in drawer with total amount written on it, ~~and~~ ~~no matter~~ how many half-complete cards the customer presents to you.

• Notes in file — make them clear!

• 11-4-10 — when you accept it, write ~~a~~ initials & date.

• No gap in special order customer keys. So if it's De Sade, key would be DESAD NOT DE-SA

• shelves by Surname, Not middle name. Hyphenated surnames, shelves by <sup>1st letter of</sup> <sub>1st hyphenated name</sub>



• Harry Potter.

- will come in ~~in~~ different coloured box.

DO NOT OPEN BOXES.

~~Books~~ put into rat-room.

It cannot be sold before the EMBARGO date 21 June 11-01 am.

• return reading copy of "Winter Queen"<sup>tr</sup>

W&N. & other reading copies.

• check phone messages daily.