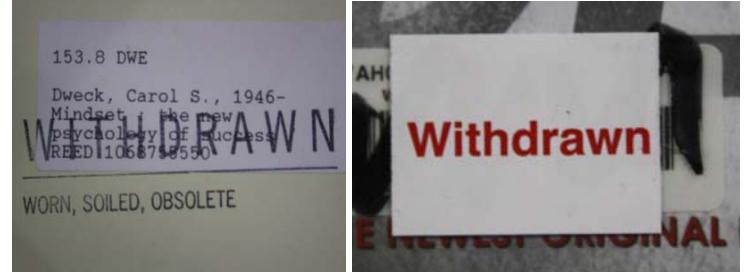
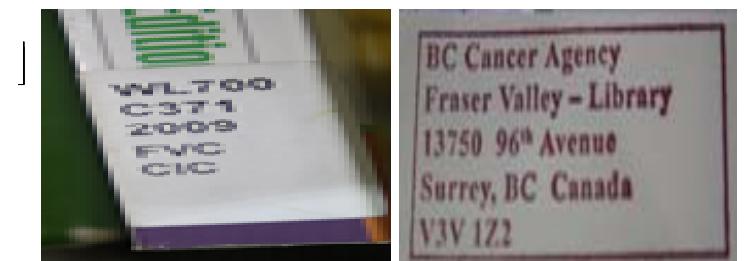


Library Book

Like New	Good
Library books will not be like new	Library books that have the withdrawn stamp inside the book



Acceptable	Reject
Only acceptable if book has other damage.	Books from library that do not have the withdrawn stamp.



Online codes

Like New

Good

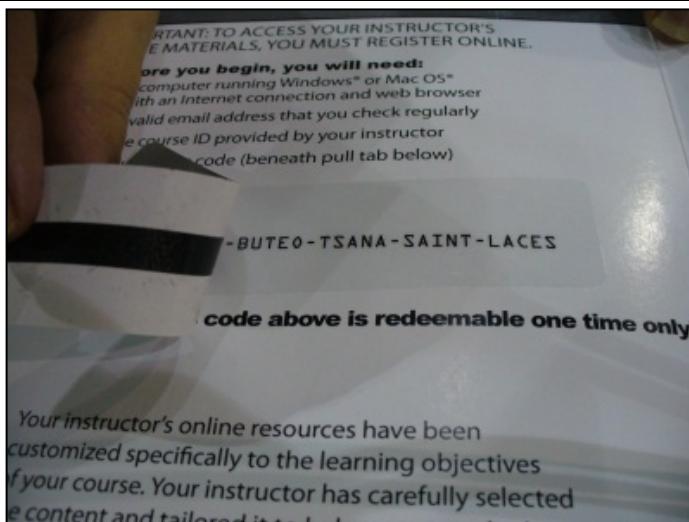
Code hasn't been used or scratched off.

Code hasn't been used or scratched off.



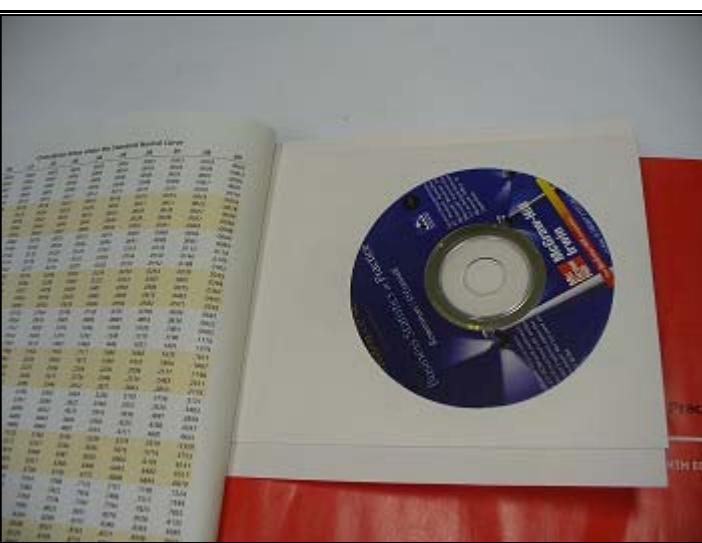
Acceptable

Access code is exposed and/or visible. Or missing



Book CD

Like New	Good
Sealed Disc.	Opened.



Acceptable
Can be missing

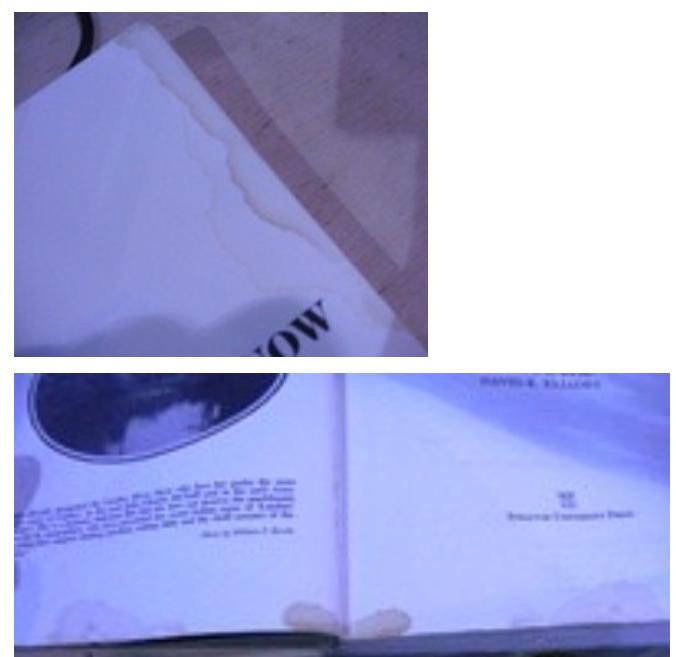


Book stain

Like New	Good
Great condition. Close to new. No staining	No staining on the inside of the book. Light staining on outside, does not affect readability

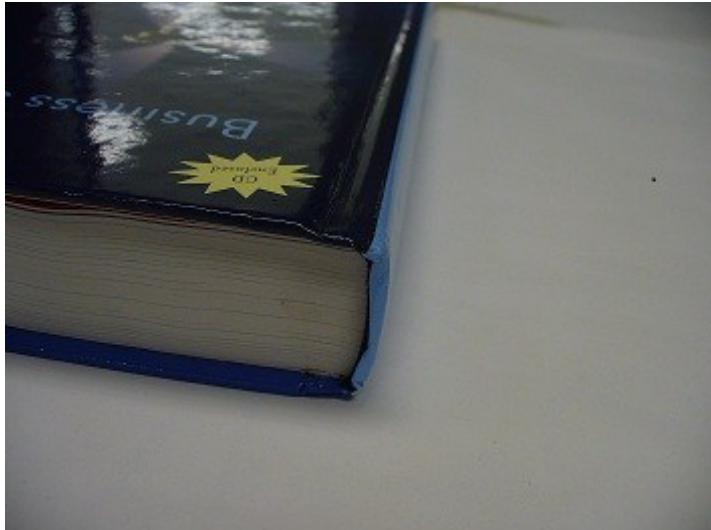


Acceptable	Reject
May have light staining, no mold, and cannot affect readability	Moldy or excessive staining on <u>INSIDE</u> of the book

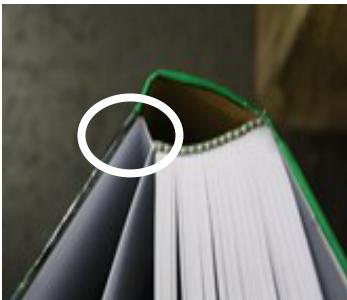
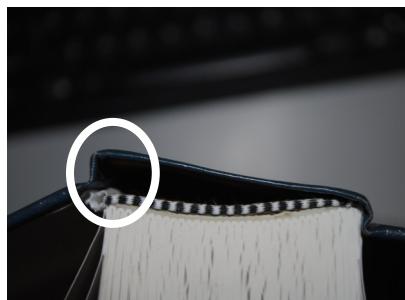


Binding

Like New	Good
Great condition. Close to new.	Binding peeling back a little more than usual. Nothing threatening the integrity of the book

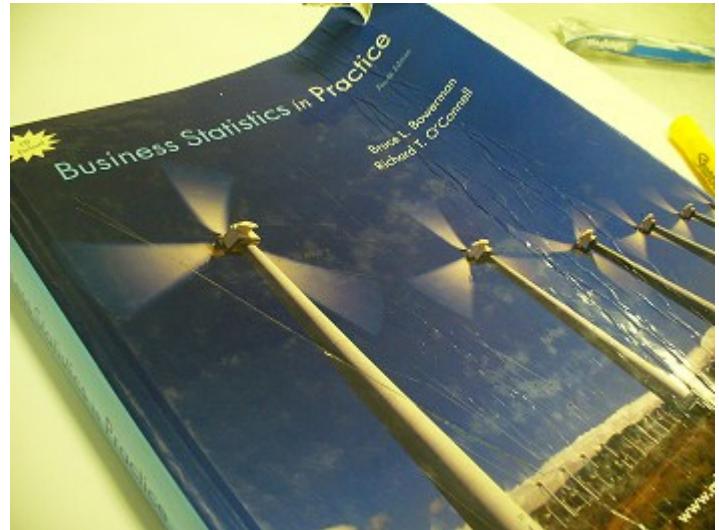
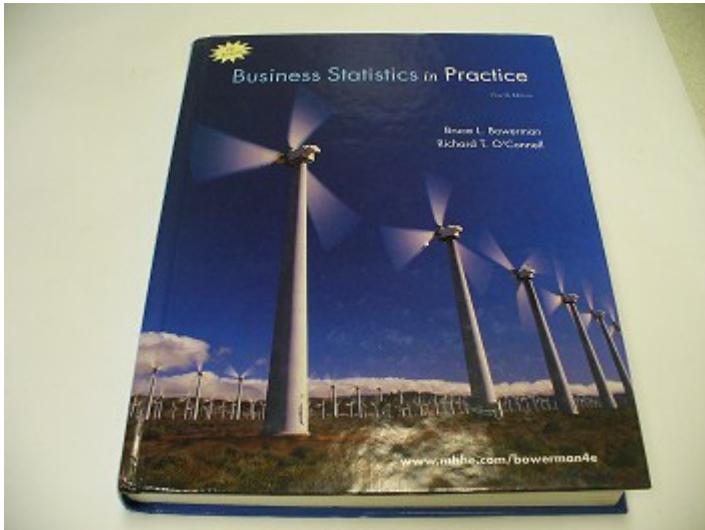


Acceptable	Reject
Binding may be damaged not at risk of separating from pages or that have been fixed with tape	Pages are separating from binding



COVER

Like New	Good
No wear and tear. Almost perfect condition. No scuffs or cuts.	Front cover has some small creases. Heavier scuff marks. May contain one shallow cut



Acceptable	Reject
Cover intact, may be severely creased or folded	Cover not intact. Cuts going through the cover into multiple pages



Corner Damage

Like New	Good
None. Corner damage does not affect the readability or usability of the book	Corners slightly peeling back or bent up

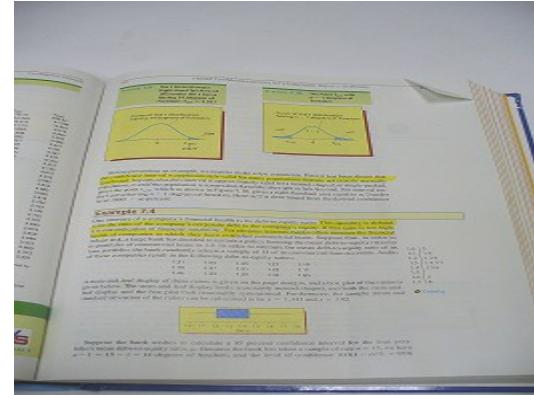
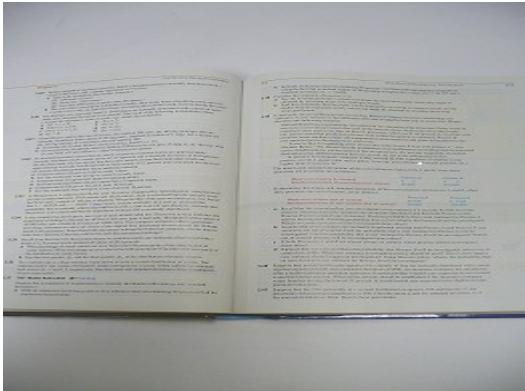


Acceptable	Reject
Corner bent up or torn, corner peeling back significantly	Do not reject, corner damage does not affect the readability or usability of the book. Check Cover Damage

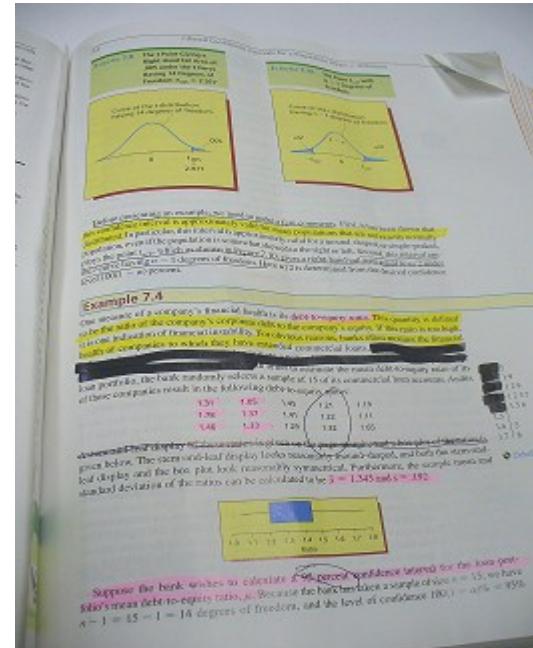
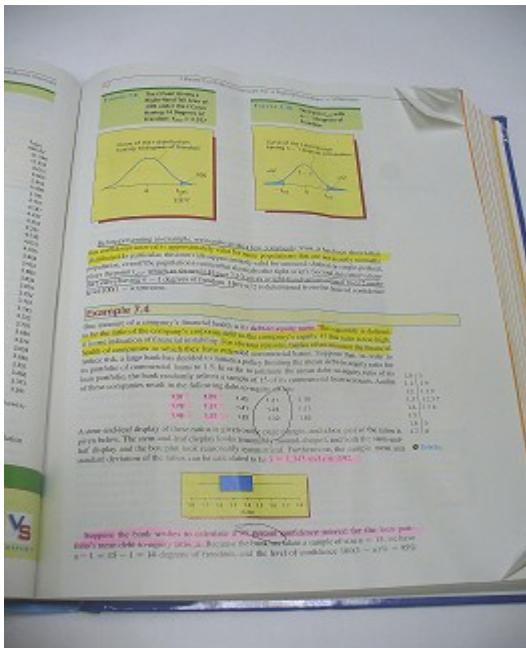


Pages

Like New	Good
No highlighting inside of the book. No missing or torn pages	Minor highlighting on pages. "Dog ear" folds on page corners.



Acceptable	Reject
Majority of book may be highlighted but no lines are unreadable. "Dog ear" folds on page corners. Minor partial tears (normal wear and tear during next usage will NOT result in part or all of page falling out). Or that have been fixed with tape	Lines unreadable from highlighting. Page completely torn (part of page is missing) or major partial tear (high probability that normal wear and tear during next usage will result in part or all of page falling out) that cannot be fixed with tape

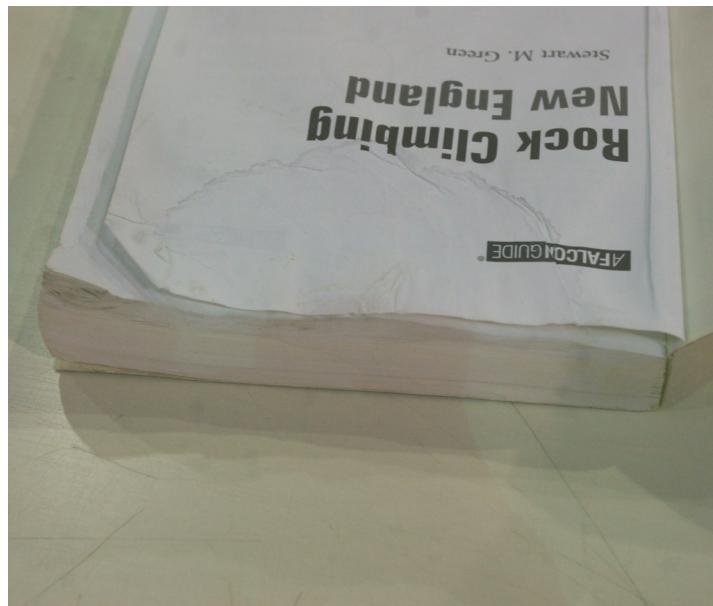


WATER DAMAGE

Like New	Good
No water damage.	Slight wrinkling from water, slight discoloration on a portion of the book

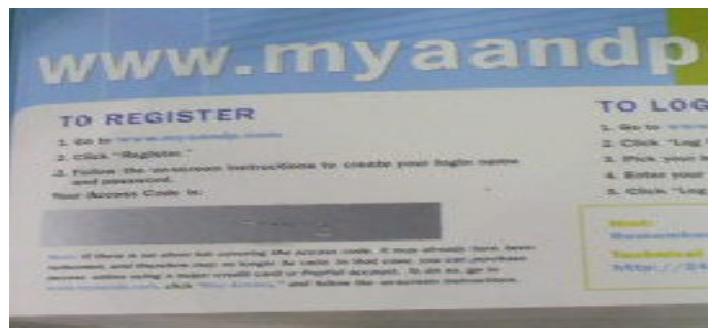
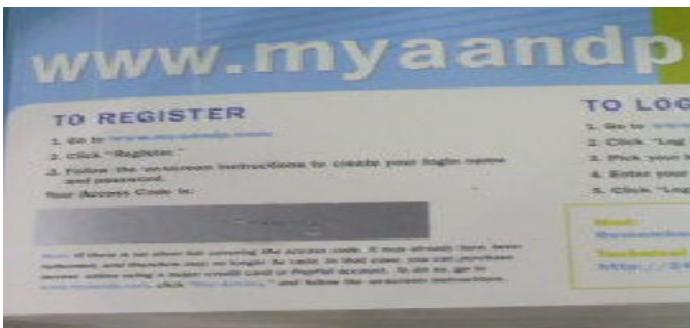


Acceptable	Reject
Wrinkling from water, slight discoloration in the majority of the book. Does not affect readability.	Pages swollen, major wrinkling, major discoloring or moldy. Does affect usability of book.

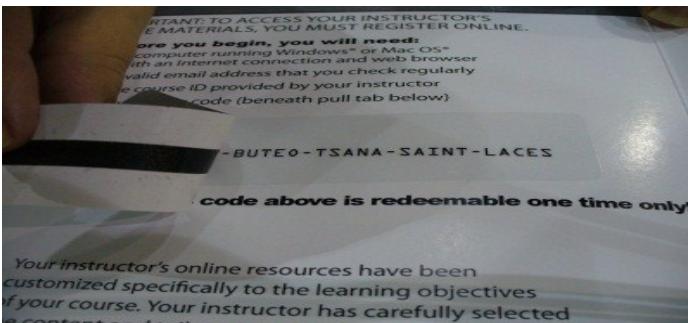


Supplements

Like New	Good
Sealed disc. Code hasn't been used or scratched off.	Opened. Code hasn't been used or scratched off.

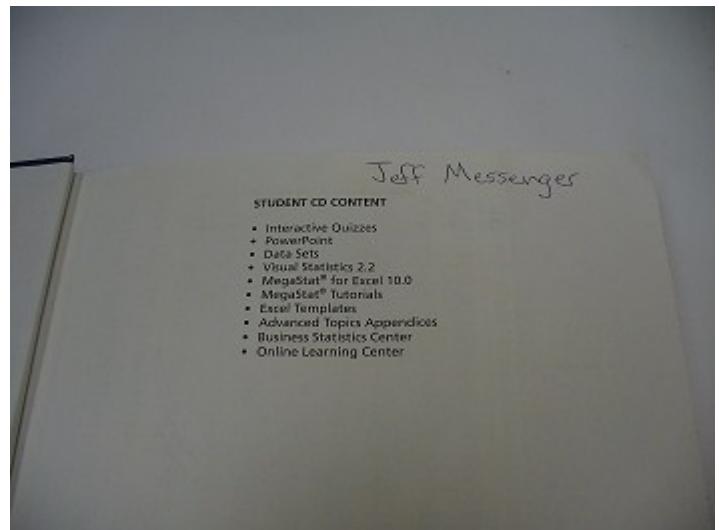


Acceptable	Reject
Opened. Access code is exposed and/or visible.	None

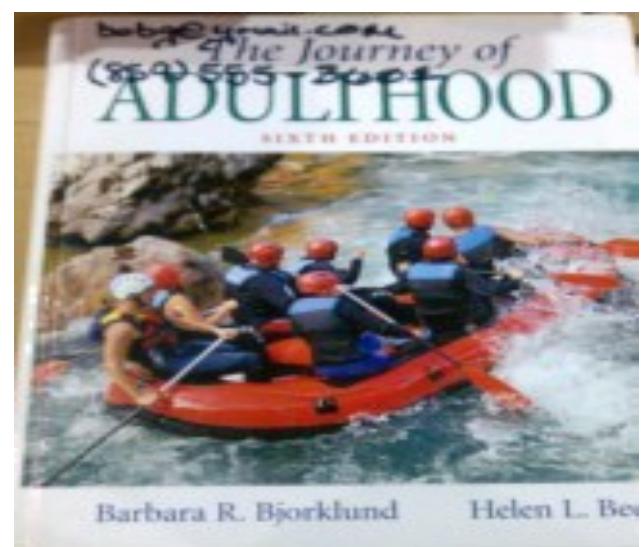
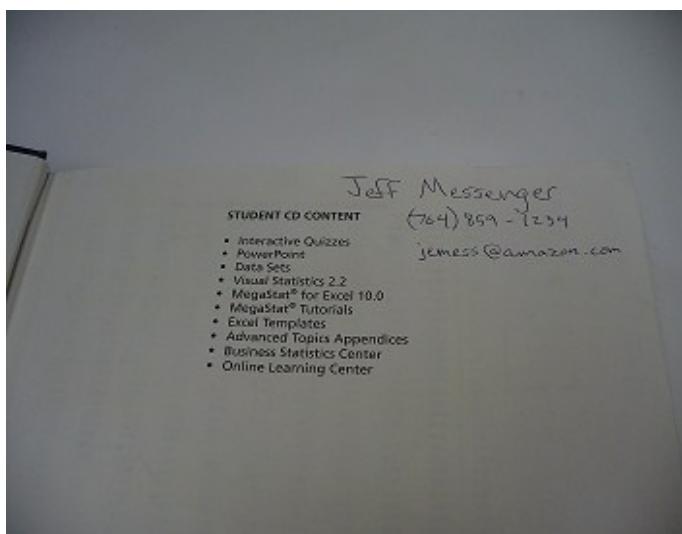


PERSONALIZATION

Like New	Good
Has no personal information written inside.	Has a name written inside



Acceptable	Reject
<p>Has a name, number, address, or email inside. Can be covered up or blacked out without affecting the integrity of the book</p>	<p>Has name, Number, Address, or email inside. CANNOT be covered up or blacked out without affecting the integrity of the book. Reject</p>



Mismatch ISBN

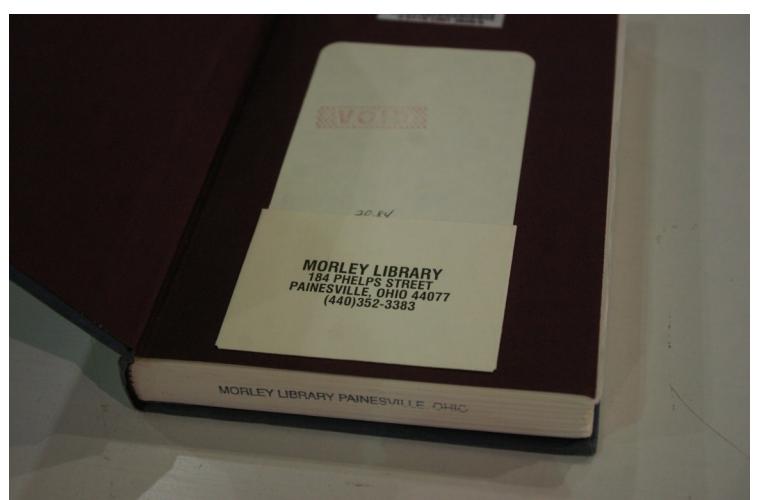
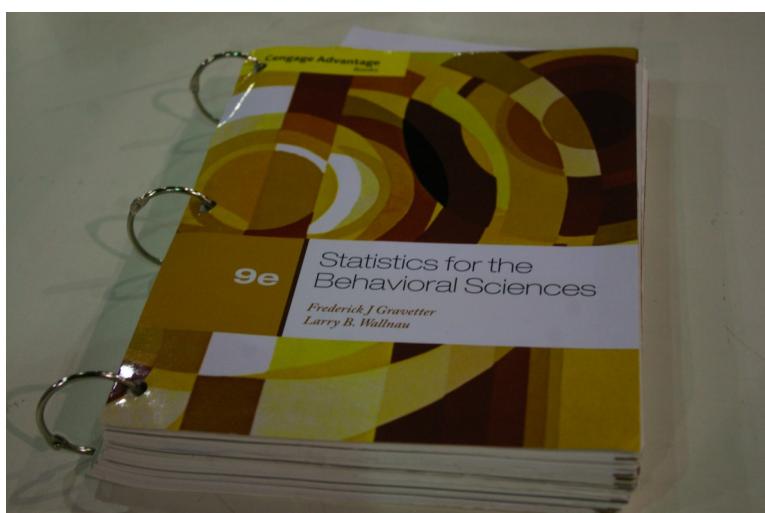
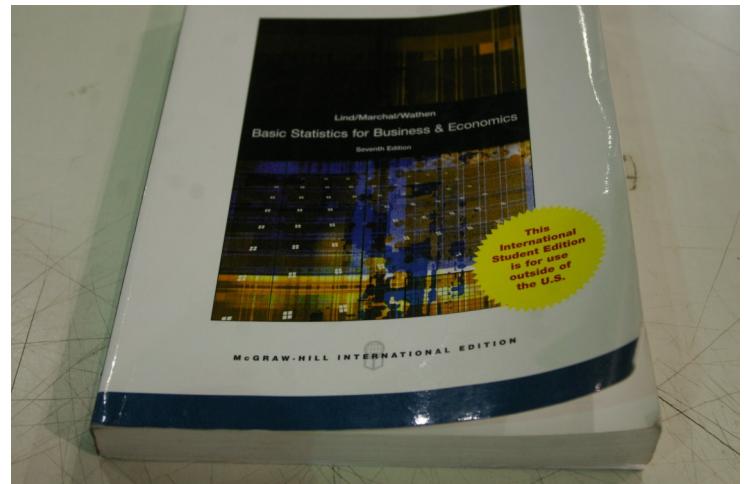
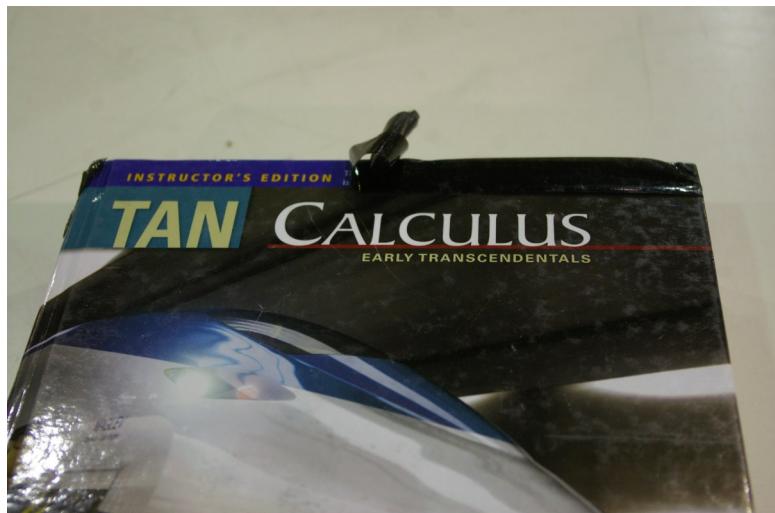
Like New	Good
N/A	N/A

Acceptable	Reject
N/A	Submitted ISBN does not match ISBN of what was received

Unacceptable

Like New	Good
N/A	N/A

Acceptable	Reject
N/A	International, school, library, a la carte editions

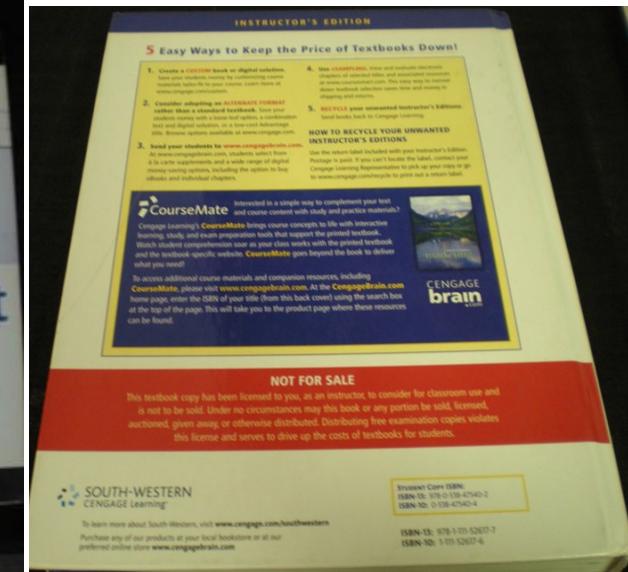
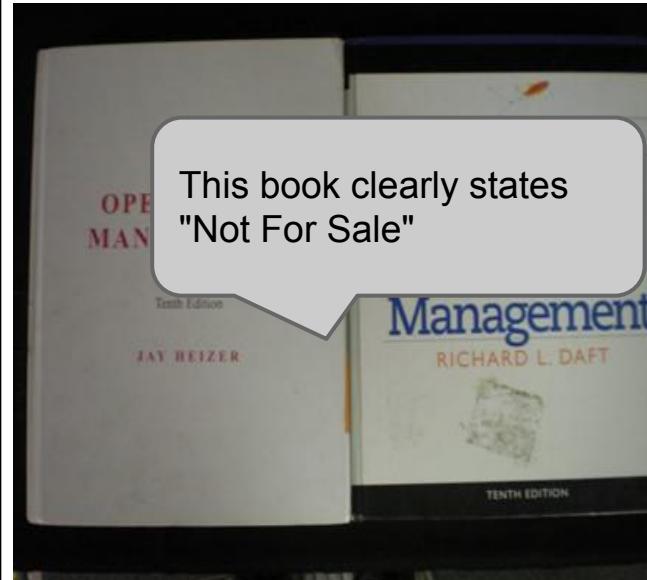


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Instructor's or Teacher's Editions contain answers and/or ancillary information and are intended to be used by the teacher. The identifiers of these editions are usually covered up with stickers and/or black tape. These are some examples (The *Operations Management* book on the left below is an example where the entire book is covered by one giant sticker). We do not accept Instructor's Editions.

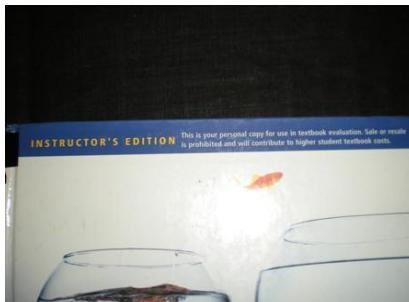


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Instructor's Editions (Cont.)

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