

Picture Process Maps (PPM) and Guidelines

Books/Media



Books/Media Process: Floor Work

Revised December 2022

All processors are required to do a minimum one hour of floor work at the beginning of every shift. The required floor work process for book/media processors is as follows:

1. Pull books/media items with color tag of the week from sales floor. Organize and face each section; look for items that are out of place (i.e., wrong department/section).
2. Place pulled items in distribution cart. Put go backs in designated bin on distribution cart.
3. Wipe down and dust shelving from top to bottom as you complete each 5-foot section.
4. Evaluate pulled merchandise for Halloween and back stock. Use box to backstock and place in appropriate seasonal Gaylord.
5. Leave the last 15 minutes for go backs. Return all go back items to the proper area of the sales floor before returning to the production area. **Items that do not have tags must be re-printed and rolled back to the appropriate area of the sales floor along with all go backs.**
6. When distribution cart is full, empty and place merchandise into pull Gaylord. Make sure Gaylords do not have product overflowing.

Required Supplies

- Distribution cart
- Laundry basket
- Cleaning towel
- Spray bottle
- Feather duster
- Cardboard box for seasonal items



Average time per 5-foot section: 10 minutes

Categories		
Media:	Softbacks	Educational
CD/DVD	Hardbacks	Self Help
VHS	Religion	Travel
Cassettes	Business	Children's
Records	Cookbooks	



Note: Please see store management for replacement signage, labels, and size rings.

Books/Media Process

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1. Pre-print labels at the ROBarT (computer station).

- Print tags and labels for each price point, including seasonal.

2. Bring one unit (bag or box) to workstation. Safely fill the table.

- Work one unit at a time. After unit is processed, start working next unit. Stack on table by price point.
- If it is sellable, place on the workstation to process.
- If it is non-sellable (books), place item in as-is Gaylord next to workstation. If it is a non-sellable (DVD, CD, VHS, record, and cassette) place in trash.
- Place non-book or media items in appropriate sort container so product can be rerouted. Sort container categories include Linens, Shoes, Miscel, Electrical, and Cloth. Place jewelry and found money in the designated plastic tub on top of the workstation. A manager should collect jewelry and found money daily.
- When unit (bag or box) is empty, place in appropriate location to prepare for recycling or compactor.

3. Use label to price item.

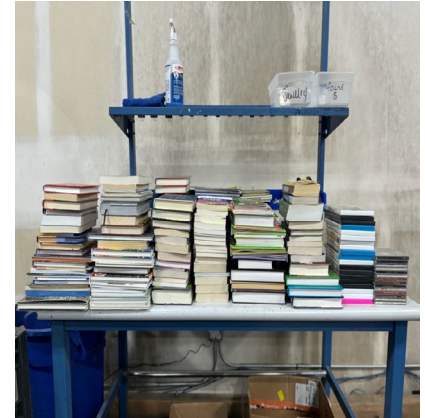
- Determine price point and place label on the lower, right corner. The tag on books overlaps the spine to the lower right-back corner. Do not cover original barcode.
- Code all items \$4 or higher with a pencil on the inside front, right top corner of the page. Do not damage the item.
- Price and place seasonal items in appropriate container next to the workstation.

4. Place items on cart in groupings and roll out to sales floor. All product must be rolled by end of shift.

Note: Manager must check cart prior to rolling.

5. Turn in all Gaylord tags and unused price tags/labels to store management at end of day.

6. At end of day, RMP is responsible for cleaning and restocking workstation. For supplies, see manager.



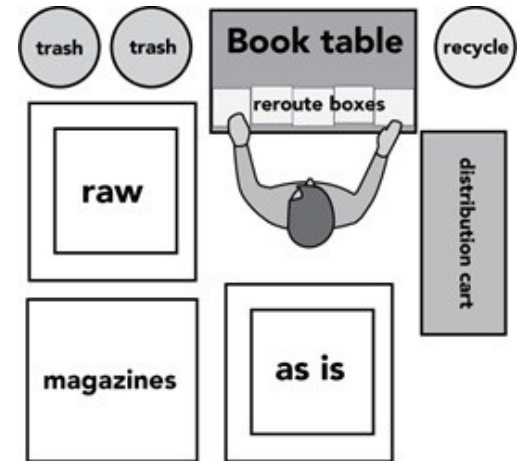
**Do not leave the workstation to ask for a price. If unsure of what to price an item, place in a designated area and ask store management later for assistance.*

Books/Media Process, Cont.

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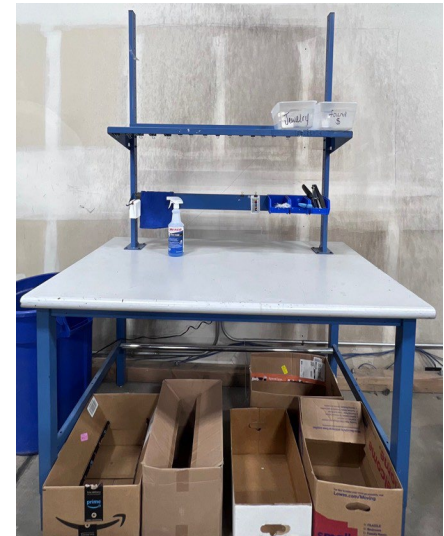
Required Tools and Materials

- As is Gaylord (1)
- Raw Gaylord (1)
- Magazines Gaylord (1)
- Recycle trash can (1)
- Trash cans (2)
- Cardboard boxes for reroutes (5)
- Pre-printed labels
- Bostitch B-8 stapler (1)
- Bostitch staples
- Grease pens (2)
- Poly bags for three different sizes
- Plastic tubs for jewelry and found money (2)
- Hanging tags
- Spray bottle with AF79 cleaner (1)
- Medium binder clips
- Cleaning rags (1)
- Distribution cart (1) with laundry basket (1)
- Pencil (1)
- Scissors (1)
- Workstation supply bin
- Fatigue mat (1)



Coding LOWPRICES

L = \$1
O = \$2
W = \$3
P = \$4
R = \$5
I = \$6
C = \$7
E = \$8
S = \$9



Books: Pricing Tips

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Trade Size

Regular Size

Books usually high in cost include:

- School textbooks
- Music books
- Extra-large kid's books
- Boxed sets

Hints for pricing books:

- Great condition
- Newer edition
- Popular author
- Coffee table or art books
- Current cookbooks or diet books
- Antique books



Other things to look for:

- Untrimmed/uncut edges
- Signed copies
- First editions
- Dedication copies

- Check for a retail price printed on the back or inside of cover
- Look for leather or suede bound books
- Check for the last copyright date on vintage or antique books
 - Beware of copies or reprints

Books/Media: Tagging Guidelines

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Picture	Item	Tag or Label	Code
	Books, VHS, DVD, tapes, cassettes, and video games	<ul style="list-style-type: none">• Lower right hand side on the back of item• The label must be wrapped around the spine of item facing out	Use a pencil on the inside front, right top corner of the page; do not damage the item
	Records	Label back lower, right-hand corner	In the corner