

THE FOLLOWING SETS FORTH THE RULES AND PROCEDURES FOR THE JOSEPH T. SIMPSON PUBLIC LIBRARY AND FRIENDS OF THE JOSEPH T. SIMPSON PUBLIC LIBRARY ONLINE AUCTION. WE RESERVE THE RIGHT TO MODIFY OR CHANGE THESE RULES AND PROCEDURES.

## **REGISTRATION**

Please register using the online registration link on this site. Personal information will be captured and stored on the secure servers of Silent Auction Pro and their merchant credit card processing service. This year ALL bidders will be required to register and input credit card information. If you are not comfortable providing a credit card, it is recommended you obtain a prepaid card which can be obtained at most retail stores.

You must be logged in to place bids on the items.

## **PLACING A BID**

Bidding begins on Saturday, April 20, 2019, at 9:00 am (EDT). Bidding will end on Sunday, April 28, 2019, at 9:00 pm (EDT). Online bidding is available 24 hours a day.

You need to register and log in before placing a bid on any item.

Minimum Bids exist where applicable. Bids below the minimum will not be accepted. Bids must be increased by the indicated bidding increments.

Bidders who do not have access to a computer may place bids on a public computer at the Joseph T. Simpson Public Library during regular business hours within the dates of the auction. Bidders will need to provide information that is requested on the auction web site.

Once you have placed a bid on an item, you will be notified if you have been outbid via the method chosen while registering on the website. However, you are responsible for checking your items to see if you have been outbid, and we recommend that you check their status even if you have not received a notification.

## **WINNING BIDDER**

A confirmation email will be sent to the winning bidder for each of the items. The credit card on file will be charged following the close of the auction on Sunday, April 28 at 9:00 pm.

All items must be picked up in person on either Thursday, May 2, 2019, from 4:00 – 8:00 pm or Friday, May 3, 2019, from 2:00 – 4:00 pm, or Saturday, May 4, 2019, from 10:00 am to 12:00 pm at the Joseph T. Simpson Public Library, 16 N. Walnut St., Mechanicsburg, PA 17055. Special pick-up arrangements by appointment only can be made outside this designated window on a limited basis, due to auction staffing requirements. Please send an email to [simpsonlibraryauction@gmail.com](mailto:simpsonlibraryauction@gmail.com). You will receive an email confirming the time for your alternate pick-up request.

All items must be paid for and picked up by May 6, 2019, no later than 8:00 pm. If an item is not picked up by May 6, 2019, no later than 8:00 pm, the item will be offered to the next highest bidder. Refunds will not be made to winning bidders who do not pick up their items by May 6, 2019. Some items may be able to be shipped at bidder expense. Direct shipping inquiries to [simpsonlibraryauction@gmail.com](mailto:simpsonlibraryauction@gmail.com).

The only method of payment that will be accepted is online credit card processing through the auction site. Credit cards on file for all winning bids will be charged at the end of the auction on April 28, 2019.

Address for pick-up:

Joseph T. Simpson Public Library  
16 N. Walnut Street  
Mechanicsburg, PA 17055

Hours for pick-up:

Thursday, May 2, 2019 – 4:00 – 8:00 pm

Friday, May 3, 2019 – 2:00 – 4:00 pm

Saturday, May 4, 2019 – 10:00 am – 12:00 pm

We reserve the right to accept or refuse a bid by any bidder for any reason.

We are not responsible for any inaccuracies or omissions within this website.

You are responsible for adhering to any and all terms and conditions set forth on auction items.

If an expiration date is given, items/services MUST be used within the specified dates.

All sales are final.

Placing a bid constitutes acceptance of the above terms, rules, and procedures.

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