

REVISED CIRCUIT BOOK GUIDELINES (Feb-Mar 2024)

We have noticed a few problems and situations with submitted pages since these guidelines were posted in 2017, and would ask submitters to reread these updated suggestions.

Populating your circuit book pages:

Please use the official West Toronto pages, and stick to 8½ x 11 pages. Unusual formats do not work well when transporting the circuit books. In the past we have received hand-drawn or oversized pages, and pages repurposed from books of other clubs, but we will ask for regular pages in the future.

One country only on one page, or one topic per page. Leave unused squares empty but crossed out. For each stamp offered, include the Scott catalog number and asking price, **written in ink**. If too new with no catalog number, simply write “new” or “n/a” in the catalog space.

If you can fill only half of a page or less, it’s probably best to withhold it until you have more.

Circuit sales are usually priced between ½ and ¾ of catalog prices for vg-f condition. If there is damage to an item, indicate this along with the stamp info. Stamps priced at or near catalog will not sell.

Stamps placed on circuit book pages should have a minimum catalog value of 40-50¢ and be priced at a minimum of 15¢, with 5¢ increments. An exception to 10¢ may be made for very recent modern commemoratives from popular countries. No 5¢ common items, please; everyone already has these and judging from observations at other clubs, they often become a glut in the circuit books.

Place at most two of the same stamp on a page.

If offering a set of stamps at one price, keep them together in a mount or 102 card. Do not mount them separately. Other clubs have sometimes had buyers take the high value item only and note it down at only the standard fraction of the set price.

Within each page, as much as possible, **keep your items in catalog order** – buyers find it easier to find what they want and your sales will be higher. If providing multiple pages for a country, you may want to use different page types for different sizes of stamps, but try to keep each page in catalog sequence.

Use hinges for used or previously hinged mint items. Try to keep hinging light, sufficient to hold a stamp in place but keep it easy to remove cleanly. No half-cut hinges please, they don’t hold. **For never hinged items, always use a mount**. Never use hinges for the backs of mounts or for 102 cards, they will not hold – scotch tape will be fine.

Give completed pages a shake, right side up and upside down; this will reveal any loose items which you can remount. Make sure all items are secure enough on their hinges or in their mounts to stay put. Otherwise you risk losing items when the books go on tour.

Don’t crowd your stamps. Choose the appropriate page style for the majority of what you’re putting on the page. Stamps larger than one square on a page should be placed to span additional one(s) with the additional squares crossed out. Ensure the catalogue number and price are visible without the buyer having to lift the stamp.

3-hole punch your pages before mounting any stamps. Be careful not to let any stamps overlap the left margin of the page, otherwise there is a risk of damage. If your photocopy or print has too narrow a left margin, don't use that column.

High value items, those you choose to sell for \$5 or more, should be placed on separate pages, which are photocopied for display in the sales circuit books with the original sequestered in a more secure binder for sale on request. You may also place high value items in 102 cards. If you wish to offer high value items in regular circuit pages, place them in a page protector for added security.

As a rule, do not include cheaper items in high-value pages. Buyers may not want to bother requesting a look at a sequestered page for a common item. You can put fewer high value items on a page, perhaps in 102 cards, using a 3x3 or 2x2 page blank.

When done:

Total the asking prices for each row, and provide the sheet total in the space at the bottom of the page.

On each page, **indicate your member number at the bottom left.** This is for reconciliation and final payout only.

Pages when submitted will be date stamped for the date received, and will be assigned a page number by the book admins. **Leave the date and page number spaces at the top blank.**

Pages submitted will be made available for members' purchases at the meeting next following the date submitted. This time is necessary for the book admins to enter the information into the database.

Pages with only a few stamps remaining, or which have seen no sales activity for at least three years, will be retired from the books and returned to contributors. You may then rearrange, augment, and resubmit on a fresh page if you wish.