HOW CAN I RETURN MY SPRING 2020 TEXTBOOKS?

There are two options for returning your spring 2020 rental textbooks back to the main UWSP campus:

**OPTION 1**

You can mail back your textbooks to the UWSP main campus utilizing Media Mail through the United States Postal Service (USPS) ([https://www.stamps.com/usps/media-mail/](https://www.stamps.com/usps/media-mail/)). You will be incurring the cost for this shipment but by utilizing Media Mail, it’s a cost-effective way to send textbooks through the mail.

*Remember to include your name and student ID number within the box!*

**Address Your Textbook Return Box to:**

UW-Stevens Point  
University Store and Text Rental  
1015 Reserve Street; Dreyfus University Center  
Stevens Point, WI 54481

**OPTION 2**

Return your textbooks in-person to the UWSP main campus utilizing the new COVID-19 self check-in process. **Students should wear masks or a cloth face covering and will be required to social distance when returning items.**

WHEN CAN I RETURN MY SPRING 2020 TEXTBOOKS?

The textbook rental return will run for five (5) weeks from **Monday, May 11, 2020 through Friday, June 12, 2020.** In-person returns, utilizing the self check-in process, can be completed weekdays from **Monday – Friday** between the hours of **8 a.m. – 4 p.m.** **Please note, we’ll be closed on May 25 in observance of Memorial Day.**

WHERE CAN I RETURN MY SPRING 2020 TEXTBOOKS?

Textbooks can either be shipped back to the UWSP main campus or returned in-person within the Laird Room of the **Dreyfus University Center (DUC).** The main (northwest) DUC doors on Reserve Street facing Albertson Hall (Library) and Holy Spirit Church/School will be the only doors open for this process.
WHAT IS NEEDED TO COMPLETE THE SELF CHECK-IN PROCESS FOR SPRING 2020 TEXTBOOKS?

You will need all your rental textbooks from the spring 2020 semester and your student ID number for this process.

WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT SPRING 2020 TEXT RENTAL RETURNS?

Questions regarding the Text Rental return process can be emailed to the Text Rental Manager at text.rental.mgr@uwsp.edu. Remember to include your name and student ID number along with the course or textbook that you have a question about in the main body of the email. Please do not call since there are limited staff to handle the volume of questions.

HOW WILL I CHECK OUT MY SUMMER 2020 COURSE TEXTBOOKS?

Summer 2020 course textbooks will be available for checkout during the spring 2020 textbook rental self check-in process; however, STUDENTS WILL NEED TO RESERVE A DATE.

Please send an email to the Text Rental Manager at text.rental.mgr@uwsp.edu and title the email SUMMER 2020 TEXTBOOK RESERVATION.

Include in the body of the email:

1. Your name
2. Your student ID number
3. Your summer textbook booklist
4. The tentative date you plan to return your spring 2020 course textbooks and pick up your summer 2020 textbooks

We will do everything we can to have your textbooks already checked out and waiting for your pickup in the Dreyfus University Center (DUC) on that day. Please look for signs as you enter the DUC and remember that you will need to show your student ID number to pick up your summer textbooks.

If you are unable to participate in the self check-in process, please indicate this within your email to the Text Rental Manager and they will work to mail out your summer textbooks in a timely manner for the start of your summer course. In this instance, please also include a mailing address where you wish your summer textbooks to be sent and the start date of your summer course.
WHERE CAN I RETURN THE LIBRARY MATERIALS I HAD CHECKED OUT DURING SPRING 2020?

There are two options for returning your spring 2020 University Library materials to the main UWSP campus:

**OPTION 1**

You can mail back your library materials to the UWSP main campus utilizing Media Mail through the United States Postal Service (USPS) (https://www.stamps.com/usps/media-mail/). You will be incurring the cost for this shipment but by utilizing Media Mail, it’s a cost-effective way to send textbooks through the mail. Please email libcirc@uwsp.edu for questions about library returns.

*Remember to include your name and student ID number within the box!*

**Address Your University Library Return Box to:**

- UW-Stevens Point University Library
- Albertson Hall – Main Circulation Desk
- 900 Reserve Street
- Stevens Point, WI 54481

**OPTION 2**

Return your library materials in-person to the Laird Room of the Dreyfus University Center (DUC) following the Textbook Rental self check-in process described above. The main (northwest) DUC doors on Reserve Street facing Albertson Hall (Library) and Holy Spirit Church/School will be the only doors open for this process. **Students should wear masks or a cloth face covering and will be required to social distance when returning items.**
WHERE CAN I RETURN THE ‘CLICKERS’ I HAD CHECKED OUT FROM THE INFORMATION TECHNOLOGY SERVICE DESK DURING SPRING 2020?

There are two options for returning your rented ‘Clickers’ to the main UWSP campus:

**OPTION 1**

You can mail back your ‘Clickers’ to the UWSP main campus utilizing Media Mail through the United States Postal Service (USPS) ([https://www.stamps.com/usps/media-mail/](https://www.stamps.com/usps/media-mail/)). You will be incurring the cost for this shipment but by utilizing Media Mail, it’s a cost-effective way to send textbooks through the mail. Please email techhelp@uwsp.edu for questions regarding other Information Technology rental equipment returns (laptops, tripods, cameras, lighting equipment, etc.).

*Remember to include your name and student ID number within the box!*

**Address Your ‘Clicker’ Return Box to:**

UW-Stevens Point  
Albertson Hall 108A - Information Technology Service Desk  
900 Reserve Street  
Stevens Point, WI 54481

**OPTION 2**

Return your rented “Clickers” in-person to the Laird Room of the Dreyfus University Center (DUC) following the Textbook Rental self check-in process described above. The main (northwest) DUC doors on Reserve Street facing Albertson Hall (Library) and Holy Spirit Church/School will be the only doors open for this process. **Students should wear masks or a cloth face covering and will be required to social distance when returning items.**
WHERE CAN I RETURN THE PLANT TAXONOMY DISSECTION KITS I HAD CHECKED OUT FROM THE CBB FOR MY BIO 342 LAB DURING SPRING 2020?

There are two options for returning your Plant Taxonomy Dissection Kits to the main UWSP campus:

**OPTION 1**

You can mail back your Plant Taxonomy Dissection Kits to the UWSP main campus utilizing Media Mail through the United States Postal Service (USPS) ([https://www.stamps.com/usps/media-mail/](https://www.stamps.com/usps/media-mail/)). You will be incurring the cost for this shipment but by utilizing Media Mail, it’s a cost-effective way to send textbooks through the mail. Please email bspeetze@uwsp.edu with any questions regarding this option.

*Remember to include your name and student ID number within the box. In addition, please tape the kits closed and add packing materials to ensure safety in transit!*

**Address Your Plant Taxonomy Dissection Kits Return Box to:**

UW-Stevens Point Department of Biology  
223 Chemistry Biology Building  
2101 Fourth Ave.  
Stevens Point, WI 54481

**OPTION 2**

Return your Plant Taxonomy Dissection Kits in-person to the Laird Room of the Dreyfus University Center (DUC) following the Textbook Rental self check-in process described above. The main (northwest) DUC doors on Reserve Street facing Albertson Hall (Library) and Holy Spirit Church/School will be the only doors open for this process. *Students should wear masks or a cloth face covering and will be required to social distance when returning items.*