

**UW-Stevens Point**  
**COVID-19 TEXT RENTAL SELF-CHECK-IN RETURN FAQS**  
**SPRING 2021**

**HOW CAN I RETURN MY SPRING 2021 TEXTBOOKS ON THE UWSP MAIN CAMPUS?**

There are two options for returning your spring 2021 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.usps.com/ship/mail-shipping-services.htm>). You will be incurring the cost for this shipment but using the Media Mail option through USPS is a cost-effective way to send textbooks through the mail. **Mailed textbooks will be due back to the University Store and Text Rental by Friday, May 28, 2021, so ship your books no later than Monday, May 24, 2021 to make this deadline and avoid late charges.**

*Remember to include your name and student ID number within the box! Keep your shipping number so that you can track the package in case it is delayed or lost in route. All text rental books will have a rental sticker with a barcode. If any of your books don't have the rental sticker, they are your purchased books and don't need to be returned!*

**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 University Store & Text Rental on the UWSP main campus utilizing all COVID-19 safety protocols. **Masks and social distancing required.**

**WHEN DO I NEED TO RETURN MY SPRING 2021 TEXTBOOKS TO THE UWSP MAIN CAMPUS?**

The textbook rental return will run from **Saturday, May 15, 2021 – Saturday, May 22, 2021**. In-person returns, utilizing the normal return process, can be completed during the times listed below:

Saturday, May 15, 2021 & Sunday, May 16, 2021  
Monday, May 17, 2021 – Friday, May 21, 2021 (**FINALS WEEK**)  
Saturday, May 22, 2021 (**COMMENCEMENT**)

Noon – 4 p.m.  
8 a.m. – 6 p.m.  
9 a.m. – 5:30 p.m.

## WHERE CAN I RETURN MY SPRING 2021 TEXTBOOKS TO THE UWSP MAIN CAMPUS?

Textbooks can either be shipped back to the UWSP main campus or returned in-person to the **University Store & Text Rental** within the **Dreyfus University Center (DUC)**. The main (northwest) DUC doors on Reserve Street facing Albertson Hall (Library) and Holy Spirit Church/School and the southwest DUC doors by the US Bank ATM, will be the only doors open for this process.

## WHAT IS NEEDED TO COMPLETE THE RETURN PROCESS FOR SPRING 2021 TEXTBOOKS?

You will need all **your rental textbooks from the spring 2021 semester** and your **student ID number** for this process. Please double-check that you are only returning textbooks that were rented. This can be determined by the rental sticker affixed to the back cover of the book. Supplemental materials that were purchased from the University Store can be resold during “Book Buyback” events within the University Store, but should not be included in your textbook return.

## HOW WILL I CHECK OUT MY SUMMER 2021 COURSE TEXTBOOKS AT THE UWSP MAIN CAMPUS?

In order to provide excellent service to our students while keeping safety as a top priority, the University Store & Text Rental, operated by Barnes & Noble College, will have multiple service options available to obtain summer course materials.

### OPTION 1

**In-Person Pick-Up:** Summer course textbooks will be available for checkout during the spring text rental return period and thereafter.

### OPTION 2

**Shipping:** Students may choose to order their books through the University Store’s [website](https://uwsp.bncollege.com) and have them shipped to their address. To have your books shipped, please visit <https://uwsp.bncollege.com> and select “find textbooks” under the textbooks tab. You will need your course schedule available to select the courses in which you are enrolled. Once you have entered your course information, click “find materials” to be shown the textbooks for your course. Simply add them to your cart and complete the checkout process. Books listed as “prepaid” are part of our Textbook Rental program and included as part of your tuition. Materials that show a “new” or “used” option with a price are available for purchase and designated as required, recommended, etc. at the direction of your professor. These materials need to be purchased but can be shipped together with your rental textbooks. Please allow 5-7 days for shipping to ensure that your course materials arrive prior to the start of your courses.

## WHO CAN I CONTACT IF I HAVE QUESTIONS ABOUT SPRING 2021 TEXT RENTAL RETURNS AT THE UWSP MAIN CAMPUS?

Questions regarding the Text Rental return process can be emailed to the Text Rental Manager at [text.rental.mgr@uwsp.edu](mailto: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.

## WHAT COVID-19 SAFETY PRECAUTIONS HAS THE UWSP MAIN CAMPUS UNIVERSITY STORE & TEXT RENTAL PUT INTO PLACE TO ENSURE THE SAFETY OF THE CAMPUS COMMUNITY?

The health and safety of our guests and staff are our top priority as our staff works to ensure our students are prepared for the upcoming semester with all their necessary books and supplies. The following safety precautions are in place to protect our staff and students:

- Masks are required for both staff and customers
- Staff will be monitoring the number of guests in the store at all times and limiting that number based on campus recommendations and social distancing
- Frequent cleaning of all high-contact areas, including but not limited to service counters, card readers and door handles
- Hand sanitizing stations throughout the store
- Designated entry and exit doors
- Markings on the floor to direct traffic and maintain social distancing in lines
- Sneeze guards at registers
- Shipping option to encourage students to order books online and limit traffic in store, as well as to service those students taking courses remotely
- Extended hours to accommodate for limited store occupancy restrictions

## HOW DO I RETURN MY RENTAL TEXTBOOKS FROM THE SPRING 2021 SEMESTER AT THE UWSP MARSHFIELD CAMPUS?

There are two ways you can return your textbooks from the fall semester:

- 1) **Return your textbooks in-person to the bookstore during store hours.**
- 2) **Return your textbooks via mail/ground shipments at your own expense.** You can mail back your textbooks to the UWSP Marshfield Campus utilizing Media Mail through the United States Postal Service (USPS) (<https://www.usps.com/ship/mail-shipping-services.htm>). 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 check the campus website at <https://www.uwsp.edu/marshfield/campus/Pages/bookstore.aspx> to see the most current bookstore hours of operation, or call 715-389-6556.

## HOW DO I RETURN MY RENTAL TEXTBOOKS FROM THE SPRING 2021 SEMESTER AT THE UWSP WAUSAU CAMPUS?

There are two ways you can return your textbooks from the fall semester:

- 1) **Return your textbooks in-person to the bookstore during store hours.**
- 2) **Return your textbooks via mail/ground shipments at your own expense.** You can mail back your textbooks to the UWSP Wausau Campus utilizing Media Mail through the United States Postal Service (USPS) (<https://www.usps.com/ship/mail-shipping-services.htm>). 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 check the campus website at <https://www.uwsp.edu/wausau/campus/Pages/bookstore.aspx> to see the most current bookstore hours of operation, or call 715-261-6217.