



ANOKA-RAMSEY

COMMUNITY COLLEGE

CAMPUS STORE

HOW TO RETURN YOUR SPRING 2020 PSEO & RENTAL BOOKS

Due to the Covid-19 Pandemic, the process for returning Rentals and PSEO books has changed for this Spring 2020 semester only. Books must still be returned, but they will be dropped off outside the college by the loading dock near the small parking lot next to the Music/Art Building. There will be signs up directing you where to go.

If you can print off and fill out the "PSEO Rental Return Form", located on the backside of this document, please do & bring it with you when you drop off your books. If not, we will have the form available for you to fill out in person. Please bring your own pen/pencil to fill out the form if you have not filled it out ahead of time. Your books will then be placed into a plastic bag that will be provided for you.

Please practice safe Social Distancing. Only 1 person at a time can be at each drop off table. Please remain at least 6 feet from the nearest person. You can wait in your car until a table becomes available. A staff member of the Campus Store will be there should you have any questions.

Returns will be accepted in-person at the college:

Wednesday, May 27th from 10:30-2:30

If you are unable to return your books in person, you can mail them back, but you will have to pay for postage. Please print form & fill it out, then mail books w/form to:

Anoka-Ramsey Community College Campus Store

Attn: PSEO/Rental Return

11200 Mississippi Blvd NW

Coon Rapids MN 55433

To mail them back, please gather all the books you purchased/rented for the Spring 2020 semester. You will need to get a large envelope or box to put your books in, which can be purchased at a UPS or FedEx store, as well as the Post Office. If you already have a large envelope or box, you can use that. Make sure to print the "PSEO/Rental Return Form", located on the backside of this document, fill it out, and put it in with your book(s). Put your book(s) carefully into your envelope or box so as to not damage them. If you have multiple books and are using a box, put some packing paper or bubble wrap in the box to keep the books from getting damaged during shipment. These materials will be available at FedEx, UPS, or the Post Office, or you could crinkle up some old newspapers and use them as a cushion in the box. After you have everything in your package, bring it to a UPS or FedEx store, or the Post Office and ship it from there. You **WILL** have to pay for postage and any envelopes/boxes/packing material(s).



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ARCC BOOK RETURNS FORM

First & Last Name (Print): _____

Star ID or ARCC 8-digit Student ID: _____

Phone#: _____

Email Address:

Today's Date:

Please check appropriate box below for Spring 2020 Books:

☐ PSEO

☐ RENTAL

☐ BOTH (PSEO & RENTAL)

Number of books returning in bag today: _____