



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 the 2020 Spring Semester only. Books must still be returned, or you will be charged for them. Outside drop off will be done as outlined here. There will be signs directing you where to go. The location will be on the north side of the building. Weather permitting it will be in the Courtyard area. If it is raining, we will be inside dock door N27.
- If you can print off and fill out the form provided, please do so and bring it with you when you drop off your books. If not, we will have forms 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 in advance.
- You will then place your books into a plastic bag that will be provided for you.
- Please practice safe Social Distancing. Only 1 person at a time can be at the drop-off table. Please remain at least 6 feet from the nearest person. You can wait in your car until the table is open.
- A member of the Bookstore staff will be there should you have any questions.
- **PSEO** students – If you plan to continue your technical program as a PSEO student Fall 2020 and will need these books for Fall 2020, please indicate that on the form and we will keep the books for you to pick up then.

Returns will be accepted:

Thursday, May 14, 2020 10:30 AM – 2:30 PM

Monday, May 18 & Tuesday, May 19, 2020 10:30 AM – 2:30 PM

If you are unable to return your books in person, you may mail them back. Be sure they arrive by May 21.

Please print the form & fill it out, then mail books with the form to:

Anoka Tech Bookstore
Attn: PSEO/Rental Return
1355 West Hwy 10
Anoka, MN 55303

**Thank you for your cooperation with this process.
If you have questions - please call 763.576.7750.**