



Friday, March 20, 2020

Dear Heidelberg Community:

Here is some information that may answer your questions and help you navigate the coming days and weeks while the campus is closed and a number of employees move to temporary telecommuting:

**Bookstore**

The Bookstore will be closed to the public and the campus community after today, March 20. The Bookstore's webstore is not taking orders until further notice

**Student Package Pick-Up:**

Saturday & Sunday, March 21-22: Pick up packages in the Residence Life Office when you go there to sign out of your campus housing. After this weekend, packages will be mailed to students (see Office Services below).

Questions: Contact Bookstore Supervisor Mary Puffenberger at [mpuffenb@heidelberg.edu](mailto:mpuffenb@heidelberg.edu).

**Textbook Returns:**

Students who need to return rental or Guaranteed Buyback textbooks purchased from MBS Direct, please go to your account at MBS Direct and follow the instructions to return your book(s). You will be provided a prepaid shipping label (UPS) and will need to take your returns to a UPS drop-off box or store to ship.

**Office Services**

The Print Shop and the Mailroom will be open on Tuesdays, Wednesdays and Thursdays from 10 a.m.-noon. All mail and packages for students will be forwarded to their address listed in Banner.

Offices Services staff will be monitoring the Printshop, Mailroom and [dwilkins](mailto:dwilkins@heidelberg.edu) emails and phone messages during normal business hours.

Questions: Contact Offices Services Supervisor Deb Wilkinson at [dwilkins@heidelberg.edu](mailto:dwilkins@heidelberg.edu).

Sincerely,  
Joel Wilkins  
Assistant Vice President and Controller