August 3, 2020

Dear Hopkins Families,

This letter will hopefully answer most questions you may have about the book sale and other book related information. There is a lot of information, so I apologize it is a long letter! All of this information will also be posted on the store page of the Hopkins website.

https://www.hopkins.edu/page/student-life/school-store

Due to Covid, the book sale will primarily be virtual this year. Hopkins has signed on with Barnes & Noble College Services (formerly MBS, hereafter noted as BNCS) to create a virtual bookstore for our students. This virtual book sale will begin on Monday, August 17th, 2020 and be open and available to you into September. BNCS offers free shipping for the first 14 days the virtual bookstore is open, so I urge you to order your books within this period. There are growing indications that shipping for companies in general has been slow or delayed, so that is another reason to consider ordering in those first two weeks.

The virtual bookstore will be accessible through the Hopkins website, and as we get closer to August 17th, I will send further information on the login process. We are setting up the virtual bookstore so once a student logs in, only their courses will be present (so there is less chance of purchasing for the incorrect course). You will have the capability to view other courses if necessary, but it is important you only purchase the ones presented at your individual login (which will likely be your Hopkins email address, but again, I will confirm that as we approach August 17th).

Courses will display the books selected by faculty, and I will have messages visible as necessary - for example, if you were supposed to keep a book for more than one year, I have that noted so you don’t buy the book twice! Below are some examples of notes you will see on the book selections:

**Required, New Only** - per the department, or due to the possible digital access required by a publisher, you may only purchase the book New from BNCS. You may note some of these same books were also sent with my used book information earlier this summer. If you already own one of the books listed as New Only, I will assist you in purchasing any additional codes or access as needed. I know this likely seems a bit unwieldy or confusing, but I am here to help, and will answer all questions about this as best I can.

**Required, Previous Purchase** - these are books you are required to have, but should have been purchased the previous year. For example, students who were in Latin
IA in 2019-2020 should have kept the books needed for Latin 1B, but they are listed under IB in case any students did not save what they needed.

**Required, New or Used** - In some instances, teachers allow for books to be purchased used from BNCS, or even rented or purchased as ebooks. If those formats were permissible by the teacher or department, it is permissible to choose the alternate formats. If not, those options will not show as available, but do see my note above about books that may not show this only due to codes, I can still help you access just the codes, but it will have to be a separate transaction through Hopkins.

Once you put your books in your cart, the process is very similar to other online checkouts - you will need to create an account with BNCS, give your shipping/billing addresses as well as payment information (I believe all major credit cards, but I will verify this as we approach the sale date). I will be sending additional information to students with book allowances or awards about how that information is applied. It will also be very important to understand the return policies, it is up to you to follow BNCS procedures and deadlines.

You may have noticed I said above the book sale will be primarily virtual. As the entire book process was shifting very quickly, we were not able to have BNCS carry all the necessary titles or supplies for every class. For example, Junior School Science courses will have individual kits to purchase, all students enrolled in Science courses are required to purchase safety goggles selected by the Science Department, we have our Hopkins planners, grammar licenses for some grades, our Writing Semester anthologies are Hopkins created, and one of our History textbooks was not available to BNCS, only to Hopkins. These items will be carried in the School Store, so I have to ask for your understanding and flexibility. I certainly did not want to have to ask you to make two separate transactions (one with BNCS, one with Hopkins), but there was simply no other option.

Again, due to Covid, I am hoping to implement the following plan to reduce students having to visit the school store to collect these items or make payments:

I will issue an invoice to each individual student over the next couple of weeks that will list the items only available at Hopkins. These invoices will be issued through Apple Square and be from Hopkins Bookstore and can be paid online. I will prepare a tote bag with the purchased items to be distributed to students on their orientation days. If there is any item on the invoice that you already have, want to wait to purchase, etc., you may email me and I will make the necessary updates/changes to your invoice (some items are not optional, but these will be noted on the invoice).
Clothing and some other supplies are still available, and the store will be open in Heath this fall for those that want to purchase anything. There is an option in Square to save your credit card information, which you may do if you would like your child to be able to make purchases in the fall. The school store is also online through the website (see link above).

Please do take time to look up the information I have posted on the store site about used books. I posted one list indicating what books are being used again this fall (so you know what is available to buy or sell, and a second list has contact information for families selling books. There will be some books that may require an additional code for access to digital resources in this list, but for the most part, you can save a lot by purchasing from other Hopkins families.

If anyone likes, I am happy to schedule a Zoom call while you make your purchases at BNCS, you can share the screen with me and I can walk you through your purchases. BNCS also has contact information for any issues you experience using their site.

Stay tuned for my next round of information, and most importantly, stay safe and well. Do not hesitate to contact me with questions. I look forward to seeing you again in the fall and look forward to meeting our new students and their families.

Thank you!

Tracy Bray
Bookstore Manager
Hopkins School
986 Forest Rd. New Haven, CT 06515
(203) 397-1001 x 102
tbray@hopkins.edu