

Carrier Pick Up Hours

The mail carriers pick up outgoing mail and packages from Barnard according to the following approximate schedule:

Carrier	Processing Deadline	Est. Carrier Pick-up Time
UPS	1:30 p.m.	2-3:00 p.m.
FedEx	Internet	2-3:00 p.m.
Post Office	1:30 p.m.	2-3:00 p.m.

Any mail dropped off after the processing deadline on Fridays or the day before holidays will not be mailed until the following business day.

Hours and services may vary during holiday breaks and over the summer. Changes to normal hours are usually posted as an eBear announcement.

For further information, please call:

Operations Staff..... x42019

Eileen Waddy

Shirley Lewis

Manager, Olive Conteh x47823

Director, Alan Anderson x48775

or visit our web site, where information is now being added and updated throughout the year:

<http://www.barnard.edu/offsvcs>



We look forward to working with you!

Mail Services

Quick Guide to Barnard Mail Services for Faculty & Staff

**Mail Services
First Floor Altschul
x42019**

BARNARD

This *Quick Guide to Barnard Mail Services* describes the basic mail services provided to all faculty and staff at Barnard College.

Location and Hours

Mail Services is located on the first floor of Altschul. Window service is provided Monday through Friday as follows:

9:00 - 11:00AM Closed for mail sorting
11:00 - 4:45PM Open for service

Incoming Mail Service

Mail is delivered to offices throughout the campus from Monday-Friday. Delivery routes depart from Mail Services at 11:00 A.M. and 2:00 P.M. **Please avoid coming to Mail Services during sorting hours**, since any delay in sorting the mail will inconvenience the entire College community.

Incoming express and signature required items are delivered to departmental offices by Purchasing and Mail Services staff. Email notification is sent to the recipient when the item is logged into the College's package tracking software.

Incoming Mail Address Format

The following format will provide the quickest and most accurate mail delivery:

Name
Department
Barnard College
3009 Broadway
New York, NY 10027-6598

Mail Services Provided

We provide the following mail services directly or through outside vendors:

- **U.S. Postal Service mail:**

- First Class & Non-Profit Bulk Mail¹
- International Mail²
- Certified & Return Receipt Mail
- Business Reply Mail³

- **Addressing & zip code correction**

- **Wafer sealing and labeling**

- **Overnight items via FedEx online**

- **Ground packages via UPS**

- **Inserting**

Outgoing FedEx, UPS, & Postal Mail

- **U.S. Postal Service domestic and international mail:** Mail dropped off for metering should include a "label" indicating department name and account number to charge. Whenever possible, faculty and staff should use envelopes with their department line on the return address. Envelopes may be opened if we cannot determine what department to charge. Faculty and staff are not permitted to charge their personal mail to a Barnard department account.
- Unless instructed otherwise, please close the flap on (but do not seal) all envelopes to be metered by Mail Services staff.
- For your convenience, outgoing local and U.S. mail may be dropped off in mail slots, located by the service window in Altschul. Separate your mail and place it

into one of four slots, according to the slot label:

- U.S. Mail for Metering
- Foreign & Pre-Stamped Mail
- Barnard Student Mailboxes
- Campus & Columbia Mail

- Outgoing mail will also be picked up in department offices by our mail courier on scheduled mail routes.
- **UPS for ground shipments:** Please enter your department name, account number, and contact information where indicated on UPS forms available from Mail Services.
- **FedEx for air/express shipments:** airbills are created online by the individual user. Contact your department chair or administrator for activation of an online FedEx account linked to your department.
- **Mailing Supplies:** FedEx express and USPS Priority Mail shipping envelopes, boxes, and label holders are available from Mail Services.

Notes on services:

- ¹ We cannot process Insured and Registered USPS mail; take these items directly to a Post Office or use an alternate method.
- ² International mail is routed through the USPS and discount re-mailers.
- ³ All Business Reply Mail designs must be approved by the Director of Mail & Document Services.

Processing fees are charged for some services.