

**Processing fees are charged for most services.**

### **Carrier Pick Up Hours**

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

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

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

Receiving Staff ..... x47043

Darnley Alleyne

Junior Peters

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 & Receiving**

### **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**

### 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.**

Incoming express and signature items are delivered to departmental offices by Receiving and Mail Services staff. Email notification is sent to the recipient when the item is logged into the College's package tracking software. Personal packages are not delivered; they must be picked up in Receiving, A108 Altschul.

### 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 Mail<sup>1</sup>
  - International Mail<sup>2</sup>
  - Certified & Return Receipt Mail
  - Business Reply Mail<sup>3</sup>

- **Addressing & zip code correction**

- **Wafer sealing and labeling**

- **Overnight and ground items via FedEx Ship Manager, a web application**

- **Inserting**

### Outgoing FedEx and Postal Mail

- **FedEx for air/express and ground shipments:** airmails are created online by the individual user. Contact your department assistant or administrator for activation of an online FedEx account linked to your department.

- **U.S. Postal Service domestic and international mail:** Faculty and staff should use envelopes with their department line on the return address for outgoing College mail. Envelopes without the department line may be opened and returned if we cannot determine what department to charge. Faculty and staff are not permitted to charge their personal mail to a department account.

- Unless instructed otherwise, please close the flap on (but do not seal) all envelopes to be metered by Mail Services staff.
- See the instructions on our web site for proper positioning of addresses on envelopes in order to avoid postage surcharges.  
[www.barnard.edu/offsvcs/as.html](http://www.barnard.edu/offsvcs/as.html)
- **Mailing Supplies:** FedEx Express and USPS Priority Mail shipping envelopes, boxes, and label holders are available from Mail Services.
- 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:

- Mail for Metering**

- International & 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.

### Notes on services:

<sup>1</sup> We do not handle Insured and Registered USPS mail; please take these items to the Post Office or use an alternate method, such as FedEx.

<sup>2</sup> International mail is routed through the USPS and discount re-mailers.

<sup>3</sup> All Business Reply Mail designs must be approved by the Director of Mail & Document Services