Mail Pickup and Delivery

Mail Delivery

Mail to be delivered to the Library Mail Room (LL-109) will be left in the black mail box labeled **Mail** on top of the tan file cabinet in LL-406. InfoSys Service Desk staff should deliver outgoing mail to the Mail Room once each day.

Take the outgoing mail from the black Mail box in LL-406 to the Library mail room in LL-109, and place it in the proper box on the table next to the mailboxes. One box is for inter-library mail, and one is for everything outside the Library (campus mail as well as U.S. mail).

Mail Pickup and Distribution

Mail should be picked up by InfoSys Service Desk staff on a daily basis from the Library's mailroom in LL-109 and then distributed to the mail boxes in IDT.

The mail in LL-109 is found in the Information and Digital Technologies mail bin (2nd row over, about 2/3 of the way down). When the mail is brought to IDT, it should be delivered to the appropriate mail bins, which are labeled with each employee's name.

Notes:

- If there is a stack of flyers, etc. without names, put one in each of the mailboxes and toss the surplus into the recycle can.

- If there is mail for an ex-employee (See IDT Ex-Staff Mail List; kept at InfoSys Service Desk)

    a. Check IDT Ex-Staff Mail List document for re-routing indication to a current employee
    b. Toss into the recycle can, if junk.
    c. If you're not sure it is junk, ask your supervisor or another staff member in LL-406.

- If there are magazines addressed to Carol Phillips they should be filed immediately in the magazine bookcase under the sign-in board.