PROFILE:

Campus Mail Service

I. Description

Campus Mail Service is one of the most vital functions of the State University of New York, College at Geneseo. Primarily, there are two basic features of Campus Mail Service:

- As a provision for faculty and staff, Campus Mail Service offers an outlet for all official College and College-related mail needs.
- For students and staff residing on the campus, Campus Mail Service provides convenient postal services to meet a variety of needs.

II. General Information

A. The Campus Mail Room is located in South Hall, Room 239. The hours of operation are 8:00 a.m. to 4:15 p.m. Monday through Friday, except for those holidays observed by the United States Postal Service.

B. United States Postal Service (USPS) mail is received at the Campus Mail Room once daily at 10:30 a.m.

C. Outbound USPS mail is taken to the Geneseo Post Office once daily at 3:15 p.m.

D. The Geneseo Post Office receives mail from Rochester twice daily at the following times:
   - 6:00 a.m.
   - 1:00 p.m.

   Outbound mail is sent from the Geneseo Post Office to Rochester twice daily at the following times:
   - 3:00 p.m.
   - 6:00 p.m.

E. Campus Mail Service delivers and picks up both intra-campus mail and USPS mail once daily at campus buildings. There are five on-campus routes that run throughout the day after the mail has been received and sorted.

F. All mailings to College employees and campus residents must be via intra-campus mail except for such mailings that, by law or regulation, must be made to the employee’s or student’s home address.

G. The USPS has placed several mailboxes on the Campus. These boxes are designated for personal mail ONLY.
H. Personal mail for faculty, students and staff should not be coming through Campus Mail Service. All mail of personal nature should be made out to the recipient’s home address.

I. Campus Mail Service may be delayed due to staffing adjustments.

J. All questions regarding Campus Mail Service and USPS regulations should be directed to:

**Director of Campus Mail Service, 245-5691**

III. Academic and Administrative Mail

**Intra-Campus Mail**

A. There is no charge for intra-campus mail.

B. Intra-campus mail may be sent in re-usable inter-office envelopes (available from Central Stores) or in standard envelopes.

C. For standard envelopes, please write "CAMPUS" (in red ink) in the upper right hand corner of the envelope where the stamp would normally be placed.

D. For inter-office envelopes, please be certain to completely cross out the last address on the envelope and tuck the flap inside.

E. All intra-campus mail should be separated from USPS mail.

F. Large amounts of intra-campus mail en route to a single department should be bundled together with rubber bands.

G. Intra-campus mail for students living in residence halls is delivered to each hall daily by Campus Mail Service. Such mail is then distributed to individual residence hall mailboxes by the staff of Residence Life. Mail en route to the same residence halls should be bundled together for efficiency.

H. Intra-campus mail for student organizations is delivered to the MacVittie College Union daily by Campus Mail Service and is then distributed to the individual organization's mailbox by the staff of the MacVittie College Union.

IV. United States Postal Service (USPS) Mail

- Please note that all postage costs for recharged to the department issuing the mail.

A. Campus Mail Service personnel have been trained in USPS regulations and options and are available to discuss methods used to reduce mailing costs.

B. All mail intended for transfer to the USPS must have the originating department's name and account number in the upper left hand corner.
of the envelope, or be banded together with a slip indicating the account number to be charged.

1. Campus Mail Service will return mail intended for the USPS if an account number is not indicated.

2. If mail intended for the USPS is missing an account number or a department name, Campus Mail Service personnel will open the mail to determine the originating department and return it to that department.

C. Mail in manila envelopes must be marked with the appropriate shipping class on the outside.

D. Please notify the Mail Room one week prior to sending a mailing with more than 300 pieces.

E. Please notify the Mail Room at least two weeks in advance before sending a bulk rate mailing. These types of mailings require proper staffing to ensure timeliness.

V. Special Services

A. Mail Forwarding

1. Mail for people who are on sabbatical or have left the College will be delivered to the department where they were last employed. Such mail should be forwarded to the individual's new address by the department.

2. First class mail is forwarded by the USPS at no charge. All other classes of mail are forwarded postage due by the USPS.

3. Mail should be forwarded each day as it is received. To forward a piece of mail, simply cross out the incorrect address, write in the new address and return it to the Mail Room.

Campus Mail Service personnel can assist with any special handling needs. Any questions should be directed to:

Director of Campus Mail Service
245-5691