

Subject: Alternative Mailing Services operations

Date: Wednesday, March 18, 2020 at 6:23:09 PM Eastern Daylight Time

From: SRU Communication

To: SRU Stakeholder

Effective immediately, Mailing Services has initiated an alternative on-campus mail delivery service that includes the following:

- Mail for all academic departments will be delivered and picked up at the respective dean's office.
- Smith Student Center mail will be delivered/picked up at the SSC Information Desk.
- Bailey Library mail will be delivered/picked up at the associate provost's office.
- Upper Campus will receive mail service in the morning and Lower Campus in the afternoon.
- If your office has, or will have, outgoing mail and didn't receive mail service on any particular day, please call 2059 by noon to ensure mail pick up.
- If your building is closed (i.e., ARC) and Mailing Services receives mail for a person or department within that facility, those persons/departments will be notified that mail is being delivered to the that building's main office.
- If your office will be closed and/or holding mail for another office, please call Jamie Altman at 724.738.4756, 724.738.2059 or james.altman@sru.edu to ensure your mail is co-mingled properly.
- Mail may also be dropped off and picked up at Mailing Services, located inside the University Union, during normal business hours. Please call 724.738.2049 or 724.738.4756 before arriving to ensure personnel are there to provide assistance.
- This mail schedule will continuously be monitored and may be changed if deemed necessary.

For additional information, contact Jamie Altman at 724.738.4756, 724.738.2059 or james.altman@sru.edu.