



Mail Services
Grinnell College
Grinnell, Iowa 50112-1690

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May 5, 2009

Dear Grinnell College Staff & Faculty,

Over the past few months, members of the campus community have been asked to explore ways to conserve resources and reduce spending. After careful thought, Campus Mail Services will make the following adjustments to their operation this summer:

- Currently, students deliver and pick up mail from campus offices twice in the morning and once in the afternoon. These “walk” routes will drop to two visits each weekday. Student staff will deliver and pick up standard mail and light parcels weekday mornings between 8:30 and 9:00 a.m. and again in the afternoon between 1:30 and 2:00 p.m. The rotation of the campus courier (Facilities Management employee) who circulates between Copy Connection, Facilities Management, the Old Glove Factory and Campus Mail Services, among other offices, will not be affected by this adjustment.
- The service window in the mailroom will close at 4:30 p.m. Monday through Friday. The window will be closed on Saturdays. These adjustments are consistent with those of previous academic breaks and summer months, and may extend into the 2009-2010 academic year.

These adjustments will take effect on Monday, June 1, 2009. As is the current practice, if your office generates a substantial amount of outgoing mail on a particular day over the summer, please contact Mail Services at ext. 3421. They will arrange for the campus courier to pick up trays/parcels and deliver them to the campus mailroom for metering.

Academic breaks offer Mail Services the opportunity to explore operational changes. We invite you to share feedback regarding these adjustments. You may contact Vicki Wade at ext. 3044 with any questions or comments related to the Campus Mail Services schedule of operation.

Thank you.