

Campus Mail Distribution Policy for Emergency/Priority Situations

General campus mailings that notify all Oberlin College faculty, staff and students occasionally require immediate distribution. If a mailing is of an emergency nature or has a high priority due to sensitive information, immediate distribution may be requested. Mailings in this category should have no address labels on them and be letter folded. The Office of Communications will approve all mailings of this type and authorize their distribution. When a mailing is dropped off for delivery under this policy the Transportation/Distribution Manager should be notified by calling extension 56650 shortly after 8:00 AM the morning of the delivery.

Information that is being distributed to the faculty and staff should be prepared and delivered to the mail carrier in the stockroom of the Service Building by 8:00 AM for a morning delivery. Afternoon deliveries require that the mailing be delivered to the mail carrier in the stockroom by 11:30 AM. These mailings must be broken down into groups and the groups labeled as follows (Note the groups or number of copies may change so verify this ahead of time):

Building/Group	Quantity
Rice/King	120
Building and Grounds	120
Conservatory	120
Library	68
Computing	38
Bosworth	42
Miscellaneous	500

Mailings of this type that must be sent to students should be delivered to the Student Mailroom in Wilder Hall by 8:30 AM for that morning, or by 11:30 AM for afternoon delivery. Have at least 2,950 copies of the mailing delivered to provide a copy for all students.

Any questions regarding same day delivery should be addressed to the Transportation/Distribution Manager at extension 56650. Routine mailings will not be distributed under this policy.