

Loyola University Chicago

Mail Center Operations

Mail Services Guide for Faculty & Staff

GENERAL INFORMATION

Hours of Operation:

Monday – Friday during the Fall and Spring Semesters
Lake Shore Campus: 9 a.m. – 7 p.m.
Water Tower Campus: 8 a.m. – 5 p.m.
Health Sciences Campus: 7:30-5:00

Unless otherwise posted at the mailroom on occasions

Contacts for MailCenter Operations:

Ramon Padilla Site Manager rpadilla1@luc.edu (773) 508-7728

Mary Torres Asst. Manager mtorres3@luc.edu (312) 915- 6128

Contacts at HSC Receiving Dock

Arcadus Peeples Site Supervisor apeeples1@luc.edu or **Lavelle**

Gross lgross2@luc.edu, Tel: (708) 216-5518 or (708) 216-3814

CONVENIENCE SERVICES

The LUC Mailroom offers the following services:

- Inbound/outbound USPS mail
- Inter-office mail sorting and distribution
- Outbound overnight and ground courier services
- Inbound messenger parcels
- Intra-campus Courier service

DEPARTMENT MAILINGS/REQUEST FOR POSTAGE

In order to ensure that postage is applied to the correct Budget Account, all departments will be required to complete a **Postage Charge Slip**. The required information to be completed on the form includes Date, Contact Name, Telephone Extension, and Budget Account Number. These forms will be maintained on file for future reference. **Blank slips are available in both Loyola Mailrooms.**

SCHEDULED MAIL PICK-UP/DISTRIBUTION SWEEPS

Scheduled mail sweeps are made to collect all outgoing mail/packages in a timely manner. Mail Services will deliver interoffice mail to each mail stop on each mail run. The mail schedule for Loyola University Chicago is from: **10 a.m. - 1 p.m.**

SHIPPING ADDRESSES TO USE

LSC: 6317 N. Broadway St. Chicago, IL 60660

WTC: 26 E. Pearson St. Chicago, IL 60611

HSC: 2160 S. First Avenue, Dock 8, Maywood, IL 60153

Attn: Name/Building/Room #, extension #

LAST PICK-UP OF THE DAY

The last pick-up of department mail will be made by 1:00 p.m. After 1:00 p.m. mail can be brought to the mailrooms.

GENERAL POSTAL/COURIER INFORMATION

Incoming USPS for Faculty and Staff mail is picked up from the Post Office, sorted in our mailrooms, and then distributed to each department once daily between 10a.m. - 1p.m.

Outgoing USPS mail is picked up daily between 11p.m. – 2p.m. and processed for delivery to the Post Office. Please make sure your mailing has the appropriate **Postage Charge Slip**. If you have any questions, please contact the mail center as soon as possible.

Certified Mail/Express Mail/ Priority Mail is used for items that require proof of mailing receipt. This mail is recorded and then processed the same day. To ensure charges accuracy and for tracking purposes, please make sure your Name, Department, and Account Number information is on the packages and receipts.

Express Couriers (UPS) Outbound overnight shipments can be left in the outgoing department mailbox until 2:00 p.m. The Mail Center staff will pick up your UPS envelopes / packages / boxes and then send via UPS on a daily basis. *Note: Please add department number to all packages in the "billing reference field". Packages without references or department codes delay the billing process.* Outbound UPS packages can also be dropped off at the Loyola Mailrooms, no later than 3:30 pm. Desktop pick up by UPS from Loyola offices can be arranged by calling UPS at 847-480-6745. Also, for your convenience, **UPS Drop Boxes have been placed in the following locations:**

LSC – 6317 N. Broadway St. (in Loyola Mailroom)

WTC – 25 E. Pearson (Lower Level),

26 E. Pearson (2nd Fl. Bookstore

26 E Pearson (in LL Mailroom)

111 E. Pearson Lewis Towers (Lobby entrance)

POSTAGE

Faculty and Staff can purchase USPS Postage for letters and/or packages with Rambler bucks. A value port machine has been installed in the mailroom to allow users to load Rambler Bucks on their Loyola I.D. card.

Note on HSC: Dock 8 is located in the corridor between the Stritch School of Medicine and Marcella Niehoff School of Nursing Buildings on the first floor, suite 143.