

Post Room FAQs

Postrooms General

Is the South Postroom staffed?

No the South Postroom is for mail collection and drop off only.

Departmental Mail

How do departments collect and drop off their mail?

Mail will be delivered to the locked departmental mail boxes at the post rooms where staff can collect it.

Mail Boxes at the North Campus post room will be installed in the coming weeks

Outgoing mail should be placed in the departmental pouch and dropped to drop box at the mail boxes (North or South) for collection and processing by the post room (North).

Do departments on the South campus collect their mail from the North campus postroom?

Departments on the South Campus collect their mail in the South Postroom from a locked post box for which the department has the key.

Outgoing mail should be placed in a Blue Postal pouch identifying the department sending it and placed in the pouch dropbox in the South campus postroom, this will be brought to the North Postroom for franking.

Will the South Post room be secure?

The South Postroom has an access control lock fitted operated, and can be accessed using MyCard.

Bulk Mailings

What about bulk mailings?

Bulk mailings can be collected by arrangement (Call Postroom on Extn. 3577) and brought to the North campus for franking, if they are sorted in accordance with An Post guidelines then they will benefit from the bulk mail discounts for more than 200 items e.g. 68 cents reduced to 57 cents or 50 cents with automated processing

Registered Post

How will registered mail be addressed

Registered mail will be tracked and traced from North Post Room to the locked postbox of the department (Bar codes) confirming delivery.

Outgoing registered post can be sent by filling in the online form to register registered post and attaching it to the letter to be registered which should go in the outgoing mail pouch.

Parcels

How will large parcels be handled?

Bulky items will be placed in the parcel box for which all departments will have a key.

Heavy items will be delivered directly to departments.

Photocopying

A photocopying service for bulk photocopying is provided,

A photocopy request form is available online

Bulk photocopying can be requisitioned electronically via email or dropped into either post room (Red dropbox on South) with accompanying online form indicating service required.

Completed jobs will be returned to the department.

Exam photocopying

Exam photocopying can be addressed in three ways

- 1) Carried out in the department
- 2) Scheduled to be done in the North Campus Post room (By Department Staff)
- 3) Carried out as a service Job in the North Postroom (By Postroom Staff with managed collection and delivery)

Personal Mail / copying

What about franking of personal mail?

Personal mail cannot be franked by the postroom however if you have a stamped envelope it can be put into the outgoing mail drop box (Blue) and will be passed to An Post.

Where can you buy stamps on campus?

Stamps cannot be purchased on campus. Stamps are available to purchase at An Post, Carton Park Shopping Centre, Maynooth.

Do the post rooms do cash photocopying?

No cash transactions are not be an option, work done by the postroom must be charged to a department or paid for by MyCard.