

Joyner Library Procedure Manual

300.15

Title: Intra-Campus Courier Service

Operational Procedure - Date Adopted by the EHRA Assembly: September 10, 1987

Administrative Procedure - Date Issued by Administration: January 8, 2019

Director: Jan Lewis

Date Revised: September, 1994; April 6, 1995; April 6, 2006; January 8, 2019

Academic Library Services Intra-Campus Courier Services transports material among Joyner Library, the Music Library, Laupus Library, the Academic Library Services storage sites and the Academic Library Services book drops. The courier normally runs once a day, Monday through Friday, during business hours. The courier may be used for official business to run errands, transport items, or for any transportation-related business need. Large or significant loads should be coordinated/scheduled in advance with Mail Services.