

**J. Paul Getty Trust
Facilities
Mail and Package Operations
March 17, 2020**

Research Institute

- Mail
 - Postal and Interoffice: All GRI mail placed in one bin and staged in mailroom
- Packages
 - Packages not covered under special request below will be delivered to offices per normal operations.
- Special Request
 - Special Collection – Stage and Delivery to Vault 6 and 8
 - ILL, Acquisitions, and Serial – Stage and Deliver to receiving room

East Building (Conservation Institute & Foundation)

- Mail
 - Postal and Interoffice: All Conservations Institute mail and Foundation mail placed in two separate bins and staged in mailroom.
- Packages
 - Packages not covered under special request below will be delivered to offices per normal operations.
- Special Request
 - None known at this time

South Building (Publications, Grounds, Accounts Payable)

- Mail
 - Postal and Interoffice: Delivered daily to building and staged per special request below.
- Packages
 - Packages that are not covered under special request below will be delivered to offices per normal operations.
- Special Request
 - Three drop off areas:
 - Grounds – Office
 - Publications – Bruce C desk
 - AP – In / Out tray area

North Building (Trust)

- Mail
 - Postal and Interoffice: All Trust mail placed in bins as outlined below and staged in mailroom. Bins are Communications, Executive Leadership, Facilities, Finance and Accounting, Getty Digital, Human Resources, Office of General Counsel, Risk Management, Security, and Development.
- Packages
 - Packages that are not covered under special request below will be delivered to offices per normal operations.
- Special Request
 - Any mail from the Development PO Box will kept in a separate bin for review.
 - None known at this time

Museum

- Mail
 - Postal and Interoffice: All Museum mail placed in one bin and staged in mailroom
- Packages
 - Packages that are not covered under special request below will be delivered to offices per normal operations.
- Special Request
 - None known at this time

Scholar Housing

- Mail
 - Postal and interoffice: All Scholar Housing mail sorted and delivered to the office on Tuesdays / Thursdays
- Packages
 - Packages that are not covered under special request below will be delivered to offices per normal operations. In this case packages are delivered to the mailbox area Tuesdays / Thursdays
- Special Request
 - None known at this time

Villa

- Mail
 - Postal and interoffice: All Villa mail will be staged in mailroom
- Packages
 - Packages that are not covered under special request below will be staged in the mailroom.
- Special Request
 - None known at this time

Notes:

- Mail out. When staff needs to mail parcels and packages, there are two methods:
 - First, mail and packages left in the mailroom will be mailed as normal.
 - Second, if you are unable to have mail sent to the mailroom, you can go to your local post office to send mail. You may use your p-card if issued.
- Mail from the Development PO Box will be held and an email sent to Nancy nchancellor@getty.edu and Adriana afranco@getty.edu, per Nancy's request.
- Packages are being delivered per normal operations given the fact we estimate the loading dock would be very full after a week.
- Staff who would like review mail can do so by sending an email to Miguel Lombera with a cc to Erik Blaine indicating date and time of arrival. There are two options available:
 - Request the bin to be delivered to the office for review at office.
 - Review the bin in the mailroom.
- Access to the site to be approved by: Museum- Robin; GRI-Susan Baldocchi; GCI- Kathleen Gaines; Foundation- Julie Vierek or Joan; Trust- Dept Heads).