

## **Department Resources – Department Policies & Procedures – Administrative: POLICY - Personal Packages**

The Chemistry Research Stockroom (Bagley 36) is the central receiving point for all shipments to the Department of Chemistry. All packages are opened and inspected by Stockroom staff.

If a personal package is delivered to the Department, stockroom staff will open it for identification (as they do all packages). Either the package or a written notice will be placed in your mailbox. The Chemistry Department assumes NO liability for personal packages that are lost, stolen or damaged. All personal deliveries are made at your own risk.