

## Mercy College Logo Roll-Out and Usage Policy

The new Mercy College logo will be used throughout the College *as supplies of old materials such as stationery, business cards and forms are used up*. During the upcoming months, as departments begin to order new supplies through the Purchasing and Publications departments, items will conform to the new look.

If your department still has an ample supply of materials with the old logo, *please refrain from ordering new ones until you have exhausted your current stock*, as this would unnecessarily waste resources. The old logo, in all its variations, is a part of Mercy's rich history. While it will fade from the foreground in the website and printed materials, just as the seal of the College, it will remain visible in many areas as a tribute to the past.

We are also taking this opportunity to remind everyone that there is only one official address for Mercy College. It is:

Mercy College  
555 Broadway  
Dobbs Ferry, NY 10522-1189

From this point forward, please provide the official mailing address at all times. While it may be convenient to have business cards and e-mail signatures reflect your physical work location, not including the official mailing address creates difficulty and delays with mail processing and delivery. Future orders of business cards for those who have non-Dobbs Ferry addresses will have both the mailing address and the physical location. For those employees who include addresses in e-mail signatures, please similarly correct them as well.

We are returning to the use of standard College stationery. Personalized departmental letterhead is very costly in a distributed environment such as ours. Your personalized departmental information, including title and physical work location, can be added below the signature in future documents.

Thank you for your cooperation as we continue to improve our structure and services. If you have questions about this policy, please direct them to Sonia Cotte at [scotte@mercy.edu](mailto:scotte@mercy.edu) or by phone at 914-674-7769.