
Mail Room Policy

POLICY STATEMENT

The basic purpose of the Mail Room is to receive, process and distribute mail for the College. The College President or designee shall devise administrative procedures which insure an effective mail system, and which are consistent with federal regulations pertaining to federal Private Express Statutes.

PROCEDURE

Administrative Procedures for Mail Room

Types of Mail

- A. Metered Mail
- B. Metered mail is defined as official College mail from College offices, departments or student clubs, etc., that the Mail Room weighs, affixes postage and posts out. Metered mail is not for personal use. Personal use of metered mail is illegal and subject to criminal action.
- C. All metered mail must be in a College-identified envelope with a College departmental mail box number or charge center number in the return portion of the envelope.
- D. Types of metered mail that can be processed by the Mail Room are: First, Third and Fourth Class, Book Rate, Library Rate, Certified, Return Receipt, Insured up to \$500, Express Mail and Priority Mail.
- E. Types of mail that cannot be processed are: Registered and C.O.D. These must be taken directly to the local Post Office.
- F. Non-Metered, Non-Stamped Mail
- G. Non-metered or campus mail is mail that goes between two or more offices or between a College office and an employee or student. This mail will only be distributed if the items are related to official College business. This service is not to be used for personal messages or for any other personal reason.
- H. Stamped Mail
- I. The following items must go through the U.S. Mail system, with individual postage: personal letters, chain letters, politically-related items (materials on bond issues applying to the College will be exempt), materials distributed by local service organizations, churches, schools or businesses.
- J. Flyers
- K. A three-day notice is required to put flyers relating to College business in mail boxes.

- L. All flyers or any items not individually identified with individuals' names, are given last priority for delivery in campus mail. These items must be in the Mail Room three days in advance of their intended delivery date. Normally, these items will be delivered the next day BUT delivery is not guaranteed until the third day.
- M. Any items that may appear to be flyers but need next-day delivery should either a) be folded and individually labeled with each person's name or b) should be hand delivered to the Mail Room clerk with instructions for next-day delivery.

United Parcel Service (UPS)

UPS includes regular package delivery (outgoing and incoming), next-day air letters and packages and 2nd-day letters and packages. UPS is sent out daily Monday through Friday. College staff and Resident Hall students are allowed to utilize incoming/outgoing UPS for personal purposes and personally pay for all related expenses.

Authorized Distribution and Inspection of Mail

Only authorized College employees are allowed to distribute mail through the College mail system.

Any mail that has not gone through the U.S. Mail system is considered campus mail and subject to inspection.

Interpretation of Procedures

The Vice President for Administration and Financial Services or his/her designee shall be responsible for interpreting these procedures. Decisions of the VP/AFS may be appealed to the President whose decision is final.

POLICY HISTORY

Adopted 1/8/1991

Renumbered from 5.18 to 7.5 on 9/27/2016

Renumbered from 7.5 to 7.05 on 5/04/2018
