



OFFICE OF COMPLIANCE SERVICES  
UVM.EDU/POLICIES

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## POLICY

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### **Title:** Use of Campus Mail & Letterboxes

#### Policy Statement

The University of Vermont campus mail system, including letterboxes at the University, which are designated as authorized repositories of the United States Postal Service (USPS) mail, shall be established and operated in conformance with United States Postal Regulations, under the administration of the Director of Print and Mail Center. Stamped and metered mail will be processed following standard procedures for posting and carriage. Postage-free use of the campus mail system is permitted exclusively for official University business, provided it complies with the United States Postal Service (USPS) specifications and the guidelines set by the Director of Print and Mail Center.

#### Reason for the Policy

To comply with USPS regulations and the Private Express Statutes, and to safeguard the privacy and security of mail for University community members, the University must impose reasonable restrictions on the use of the campus mail system and access to University letterboxes.

#### Applicability of the Policy

This policy applies to all individuals or organizations communicating with the University of Vermont via U.S. Mail, as well as those using intra-campus mail. This includes University faculty, staff, students, academic and administrative units, officially recognized University groups and organizations, and any group, organizations, or individuals without official University recognition or affiliation.

#### Definitions

**Letterboxes:** The delivery point of mail correspondence and an authorized repository of the USPS.

**Metered Mail:** Mail bearing an ink image indicating dollar value of postage paid as required for carriage by the USPS.

**Private Express Statutes:** A set of federal civil and criminal laws granting the United States Postal Service (USPS) exclusive rights to carry and deliver letters. These statutes are codified in **Title 18, United States Code, Sections 1693–1699 (18 U.S.C. 1693–1699)** and **Title 39, United States Code, Sections 601–606 (39 U.S.C. 601–606)**. The regulations implementing these statutes are found in **Title 39, Code of Federal Regulations, Parts 310 and 320 (39 CFR 310 and 320)**.

Stamped mail: Mail bearing an adhesive postage stamp as method of payment as required for carriage by the USPS.

## Procedures

Incoming U.S. mail is sorted and delivered to the designated recipient on the mail piece if the mail piece is addressed to a UVM community member at a valid University address.

Intra-campus mail is delivered to the individual (name or department) indicated on the intra-campus mail piece.

### **USE OF INTRA-CAMPUS MAIL**

Subject to the requirements of the Private Express Statutes, and any other regulation so enacted, the following campus constituencies may be granted use of the Campus Mail System on an unstamped (postage-free) basis for the conduct of official University business.

#### **1) University Academic and Administrative Units**

University academic and administrative units may use the campus mail system free of postage to distribute written material that is directly related to their programs or operations. The unit's name, campus address, and the recipient's name and complete address must be clearly displayed on the envelope or the mailing if it is not enclosed.

Advance arrangements for bulk mailings must be authorized by the dean, director, academic chairperson, or department head responsible for overseeing the unit, and coordinated with the Director of Print and Mail Center.

#### **2) Officially Recognized University Groups and Organizations**

Officially recognized groups or organizations may use the campus mail system free of postage to distribute written material directly related to their programs or operations, as outlined in their charter, governing document, or recognition application (if no charter or document exists). The group's name, address, and the recipient's name and complete address must be clearly displayed on the envelope or mailing if it is not enclosed.

Advance arrangements for bulk mailings must be authorized by an appropriate officer of the group or organization and coordinated with the Print & Mail Center Director.

Groups, organizations, and individuals without official University recognition or affiliation are prohibited from using the campus mail system on a postage-free basis.

#### **3) University Students and Employees**

University students and employees may use the campus mail system free of postage for non-bulk personal correspondence only if the correspondence pertains to academic or administrative University programs or operations. Students and employees may use the campus mail system on a bulk basis only when acting as members or representatives of the entities described in paragraphs 1, 2, and 4 of this section.

### **USE OF UNIVERSITY LETTERBOXES**

Letterboxes at the University, designated as authorized repositories of the United States Postal Service (USPS) mail, may be rented from the Print and Mail Center by University faculty, staff, students, and officially

recognized University groups and organizations. The use of these letterboxes, for both USPS and non-USPS is subject to the following restrictions:

- University-affiliated individuals, including administration, faculty, students, and staff, are entitled to use USPS services in accordance with all applicable requirements, such as postage, size, and addressing standards. Information on available postal services and associated costs for University community members can be obtained by contacting the Print and Mail Center. Non-University individuals are not permitted access to the University's letterboxes.
- All U.S. Mail must include the recipient's name, campus location, and room number. U.S. First Class Mail that does not meet these addressing requirements will be returned to sender. U.S. Third Class Mail that does not meet these requirements will either be discarded or returned if the mail is marked "Address Service Requested." The handling of such mail complies with the USPS requirements and procedures.
- As to USPS use: Non-University and University persons (including the administration, faculty, students, and staff) are at all times entitled to use the USPS in accordance with its requirements, such as requirements relative to postage, size, and address. Details of the postal services available and costs thereof to University community members are available by calling the Print and Mail Center.
- The Print & Mail Center provides intra-campus, postage-free mail service, which may be used as outlined in the "USE OF INTRA-CAMPUS MAIL" section above.

### **UNAUTHORIZED USE**

Unauthorized use of the University of Vermont campus mail system, including letterboxes, may constitute a violation of this policy, other applicable University policies, and civil or criminal laws. Any proven violation may result in the University refusing to accept or deliver mail items without compensation to individuals, groups, or organizations in violation. Additionally, violators may face disciplinary or legal action. For represented employees, provisions of any applicable collective bargaining agreement will apply.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Director, Print & Mail Center	(802) 656-2960

## Forms/Flowcharts/Diagrams

- None

## Related Documents/Policies

- [Group and Organization Recognition](#)
- [Posting and Solicitation Policy](#)

## Regulatory References/Citations

- **Title 18, United States Code, Sections 1693–1699 (18 U.S.C. 1693–1699)** and
- **Title 39, United States Code, Sections 601–606 (39 U.S.C. 601–606).**
- **Title 39, Code of Federal Regulations, Parts 310 and 320 (39 CFR 310 and 320).**

## Training/Education

Training will be provided as needed as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Vice President for Finance and Administration	<b>Approval Authority:</b>	Vice President for Finance and Administration
<b>Policy Number:</b>	V. 4.19.2	<b>Effective Date:</b>	April 6, 2011
<b>Revision History:</b>	Approved by the President on April 6, 2011  Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Finance and Treasurer on October 1, 2019  Minor Revisions April 18, 2025		

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