



The University of Vermont

Policy V. 4.19.1

Responsible Official: Vice President
for Finance and Administration

Effective Date: April 6, 2011

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, as administered by the Director of Print and Mail Center. Stamped and metered mail will be handled in accordance with standard procedures for such mail posting and carriage. Postage-free use of the campus mail system is permitted for the carrying out of official University business, in a manner consistent with the specifications of the USPS and the Director of Print and Mail Center.

Unauthorized use of the University of Vermont campus mail system, including letterboxes at the University, may violate this policy, other applicable University policies, and the civil and criminal laws. A demonstrated violation of policy or law will result in refusal by the University to accept or deliver mail items, without compensation to persons, groups, or organizations acting in violation of this policy, and may additionally result in disciplinary or legal action against violators.

Reason for Policy

To ensure compliance with USPS regulations and the Private Express Statutes, and to protect the rights of University community members, such as the privacy and security of their mail, the University must impose reasonable restrictions upon 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 via U.S. Mail with the University of Vermont and to all individuals or organizations communicating via intra-campus mail, including University faculty, staff, students, academic and administrative units, officially recognized University groups and organizations, and groups, organizations, and/or persons without official University recognition or affiliation.

Policy Elaboration

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 on a postage-free basis to distribute written material that substantially relates to the programs or operations of the unit. Mailings must be authorized by the dean, director, academic chairperson, or department head having direct responsibility for oversight of the unit. The name of the unit and its campus address, and the name and complete address of the intended recipient, must appear on the envelope, or on the mailing if it is not enclosed. Advance arrangements for bulk mailings must be made with the Director of Print and Mail Center.

2) Officially Recognized University Groups and Organizations

Groups or organizations officially recognized under established University procedures may use the campus mail system on a postage-free basis to distribute written material that substantially relates to the programs or operations of the group or organization as described in its charter, similar governing document, or application for recognition in the absence of such a charter or document. Mailings must be authorized by an appropriate officer of such group or organization. The name of the group or organization and its address, and the name and complete address of the intended recipient, must appear on the envelope, or on the mailing if it is not enclosed. Advance arrangements for bulk mailings must be made with the Director Print & Mail Center.

3) University Students and Employees

University students and employees may use the campus mail system on a postage-free basis for non-bulk personal correspondence only if such correspondence concerns academic or administrative University programs or operations. The campus mail system may be used by students and employees on a bulk basis only in their capacity as members or representatives of entities described in paragraphs 1, 2, and 4 of this section, and are subject to the provisions therein.

4) Groups, Organizations, and/or Persons without Official University Recognition or Affiliation

Groups, organizations, and/or persons without official University recognition or affiliation are generally prohibited from using the campus mail system on a postage-free basis. In consultation with the Director of Print and Mail Center, the Vice President for University Relations and Administration may authorize such use if the unaffiliated group or organization is not-for-profit; there is no direct or indirect financial or other valuable consideration being extended or provided in consideration for the privilege; the use is determined to be consistent with the mission, purpose, and goals of the University in the reasonable discretion of the Vice President for University Relations and Administration; and such use is not otherwise prohibited by law. Requests for approval must be made in writing to the Vice President for University Relations and Administration in advance of such use, to which a written response will be made within five (5) business days. Appeal from denial of permission for such use may be made to the President in writing within five (5) business days. Approved mailings must contain on the envelope (or on the mailing if it is not enclosed) the name of the group or organization and its address, and name and complete address of the intended recipient. Advance arrangements for bulk mailings must be made with the Director of Print and Mail Center.

The University reserves the right to refuse acceptance or delivery of any mail or package that is not intended as University business.

USE OF UNIVERSITY LETTERBOXES

Letterboxes at the University, which are designated as authorized repositories of the United States Postal Service mail, may be rented from the Print and Mail Center by University faculty, staff, students, and officially recognized University groups and organizations. USPS and non-USPS use of the letterboxes is subject to the following restrictions:

- 1) As to United States Postal Service 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.

All U.S. Mail must be addressed with the recipient's name, campus location, and room number. All U.S. First Class Mail not meeting the address requirements will be returned to sender. All U.S. Third Class Mail not meeting the address requirements will be discarded or returned if the mail is endorsed "Address Service Requested." The treatment of such mail is in compliance with the USPS requirements and procedures.

- 2) As to non-United States Postal Service use: Intra-campus, postage-free mail service is provided by the Print & Mail Center and may only be used as described in "USE OF INTRA-CAMPUS MAIL," above.

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 group of federal civil and criminal laws providing the United States Postal Service rights of carriage for all letters delivered. The Private Express Statutes are codified in Title 18, United States Code, Sections 1693 through 1699 (18 U.S.C. 1693–1699) and 39 U.S.C. 601–606. The regulations implementing the statutes are 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

None

Forms

None

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Director, Print & Mail Center
(802) 656-2960

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

Group and Organization Recognition

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/grouprecognition.pdf>

Posting and Solicitation Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/solicitation.pdf>

Effective Date

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