

# **Rose-Hulman Institute of Technology**

## **Campus Mail Use Policy**

### **01. Reason for Policy**

**01.01** To describe the policies related to the use of the Rose-Hulman Institute of Technology (RHIT) Campus Mail System. The services provided by RHIT Mail Services are governed by the United States Postal Service Express Statutes, the laws and regulations of the State of Indiana, where applicable.

### **.02 Policy**

**02.01** The campus mail system shall be established and operated in conformance with United States Postal Regulations, as administered by the Manager of the Mail Processing Center (MPC) and the Manager of the Mail Distribution Center (MDC) in the Office of Administrative Services. Stamped and metered mail will be handled in accordance with standard procedures for such mail posting and carriage. Postage-free use of the intra-campus mail system is permitted in a manner consistent with the specifications of the U.S. Postal Service ([under Title 39, Sec 320.4 Private Express Statutes](#)) and the Manager of the Mail Distribution Center.

**02.02** The Institute must apply reasonable access restrictions to the use of Campus Mailboxes in order to protect the rights, such as the privacy and security of mail, of RHIT community members. These restrictions are administered by the Manager of the Mail Distribution Center in the Office of Administrative Services.

**02.03** Students, faculty or staff may use the intra-campus mail system on an unstamped basis for non-bulk personal correspondence only if such correspondence concerns academic or administrative Institute programs or operations. The Institute mail system may be used by students, faculty and staff on a bulk basis only in their capacity as member or representatives of officially recognized organizations, groups, academic and administrative units of the Institute.

**02.04** Institute Academic and Administrative units may distribute written material which substantially relates to the programs or operations of the unit. Mailings must be authorized by the dean, vice president, budget manager, director, academic chairperson or department head having direct responsibility for oversight of the unit. The name of the department or unit and its campus mailbox number, Institute address, and the name and complete address of the intended recipient, must appear on the envelope. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center.

- 02.05** Officially recognized Institute organizations and groups established by Institute procedures may distribute written material which substantially relates to the programs or operations of the organization or group. Mailings must be authorized by an appropriate officer of such organization or group. The name of the organization or group and its campus mailbox number and its address, and the name and complete address of the intended recipient, must appear on the envelope. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center. Students, faculty or staff may not serve as a conduit for mail for outside organizations or individuals unless the entirety of the material relates to the official business of the Institute.
- 02.06** Organizations or groups without official Institute recognition or affiliation are generally prohibited from using the intra-campus mail system on an unstamped basis. In consultation with the Manager of the Mail Processing Center, the Director of Administrative Services may authorize use of the campus mail system for stamped or metered mailings, 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 Institute in the reasonable discretion of the Director of Administrative Services; such use is not otherwise prohibited by law. Approved mailings must contain the name of the organization or group and its address, and name and complete address of the intended recipient. Advance arrangements for bulk mailings must be made with the Manager of the Mail Processing Center.
- 02.07** Use of the Rose-Hulman Institute of Technology Permit 174, is regulated by the U.S. Postal Service. Failure to follow USPS regulations could result in the revocation of the Institute's non-profit mail permit. ONLY the Mail Processing Center (MPC) is authorized to affix non-profit bulk mail postage, and it is the responsibility of the Rose-Hulman Institute of Technology's Mail Processing Center Manager or other MPC staff to certify that the mailings meet the standards required by the regulation.
- 02.08** To assure compliance with USPS regulations, the Mail Processing Center is authorized to review all bulk mailings for compliance with the USPS standards prior to affixing postage. Materials should be submitted for review by the MPC prior to being printed or otherwise duplicated for mailing. Materials that do not meet the standards will not be mailed at the bulk rate. The sender will be responsible for any additional cost associated with non-compliance issues.

### **.03 Contacts**

**03.01** For questions concerning this policy, please contact Mail Service x 8490 or x 8086.

### **.04 Related Documents**

**04.01** [Mail Services Guide](#)  
[Quality Control Assurance Program](#)  
[Mail Processing Request Form](#)  
[Confidential Information Policy](#)

### **.05 Effective Date**

**05.01** July 1, 2005