

MAILROOM - GENERAL INFORMATION

Mail is picked up each morning at the main Post Office. It is then sorted and distributed to campus mail boxes. Mailroom personnel also deliver mail to the President's office, the Vice-President's office and the Computer Center.

The following will assist in making the out-going mail more efficient and insure prompt delivery of your items:

1. Regular first-class mail should be received by the College Mailroom no later than 12:00 noon in order to be prepared for pickup by postal mail carrier that afternoon. First-class letters received after 12:00 noon will be taken to the U.S. mail box at the front of the campus at approximately 4:00 p.m. for the 5:00 p.m. postal pickup.
2. All inter-office mail should be received by the Mailroom no later than 1:00 p.m. in order to be prepared for distribution to College mail boxes later that afternoon or early the next morning.
3. All bulk mailings must be pre-sorted by zip codes and counted before being delivered to the Mailroom. Instructions for bulk mailings are available at the Mailroom. Bulk mailings should be brought to the Mailroom one (1) day prior to the mailing date. (This will allow time for the staff to affix postage, check bundles, etc.) Mailing lists must be updated every year prior to the bulk mailing.
4. Outgoing mail of a non-college nature that does not have a stamp will be returned to the sender for proper postage. College postage is not to be used for personal mail.

United Parcel Services (UPS) makes one (1) delivery a day to the College at approximately 11:30 a.m. UPS packages, along with the parcel post packages, will be delivered to the offices later that afternoon. A pick-up notice for small packages will be placed in the College mail boxes. UPS will not accept the package unless the following instructions are followed:

1. A corrugated box must be used. It should be packed full and tight to keep the box from being mashed. Do not use brown paper to wrap the box.
2. Boxes must be taped with packaging tape. Tape may be obtained from the Mailroom. Do not use string or masking tape.
3. All packages must have the College return address or they will not be accepted by UPS.
4. A college packing list should accompany the package when delivered to the mailrom (packing lists are available from the mailroom).

Third class bulk mail applies to mailings of identical pieces of mail separately addressed. There must be

200 pieces or more, and they must be identical in size, weight, and number of enclosures. Third class bulk mail must be sorted by zip code in the following order:

1. 10 or more pieces with the same 5 digit zip code.
2. 10 or more pieces with the same first 3 digit zip code.
3. 5 or more pieces going to the same state.
4. Remaining mail should be bundled and sorted in numerical order according to zip code. (Lowest zip code to highest).

First class presort letter mail applies to volume mail of 500 pieces or more requiring the same amount of postage. The individual pieces of mail do not have to be identical.

First class presort mail must be sorted by zip code following the same procedure as third class bulk mail.