

<b>Policies of the University of North Texas</b>	Chapter 4
<b>04.020 University Mail Service</b>	<b>Administration</b>

**Policy Statement.** This policy explains the different types of mail, mailing procedures, economical mailing methods, preparation and separation of mail and other pertinent subjects. Proper use of these guidelines will enable the University Mail Service staff to expedite the mail.

**Application of Policy.** All University.

**Definitions.** None.

**Procedures and Responsibilities.**

The University Mail Service reports to the Director of Printing/Copy/Mail Services and is responsible for the sorting, distribution and collection of all intra-campus and outgoing official University mail.

This policy explains the different types of mail, mailing procedures, economical mailing methods, preparation and separation of mail and other pertinent subjects. Proper use of these guidelines will enable the University Mail Service staff to expedite the mail.

The University Mail Service is located on the second floor of the University Union next door to the U.S. Post Office Sub-Station. The University Mail Service Standard Mail (Bulk Mail) Operations are located at the University Services Building, Room # 128.

The following areas are included in this section:

1. Services Provided
2. Mailing Procedures
3. Optional Services
4. Domestic Mail
5. International Mail
6. Campus Standard Mailing Service

SUBJECT: SERVICES PROVIDED (1)

A. Mail Service Schedule

The University Mail Service is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Letters received by 12:00 noon will be dispatched the same day at presorted rates. Letters received after 12:00 noon will be dispatched the following day at presorted rates, unless other instructions are noted. Other mail received by 3:30 p.m. will be dispatched the same day, but at full postage rates. Mail received after 3:30 p.m. will be dispatched the following day unless arrangements are made to deposit the mail in the main post office in Denton.

University mail is dispatched by the U.S. Post Office at 2:30 p.m. and 4:00 p.m. each day excluding Federal holidays. When University offices are scheduled to work on a Federal holiday, letters are delivered to the Denton post office by University Mail Service personnel. No special services are offered on Federal holidays, i.e., Registered, Certified, Express, and Insured.

#### B. Pick Up and Delivery

The University Mail Service provides scheduled carrier pick-up and delivery service daily to various University departments. Inter-departmental size mail, letters, and letter packages are picked up by campus mail carriers. Packages and films should be brought to University Mail Service for dispatch.

#### C. Campus Mail

Campus inter-departmental mail requires no postage. Official "Campus Mail" envelopes are provided by University Mail Service and should be used for all such mail. Inter-campus letters measuring 8 1/2" x 11" not folded to be distributed to all departments do not have to be placed in an inter-campus envelope. Campus mail use is restricted to Official Business State of Texas. The current route list of designated departments must be used for addressing all campus mail.

#### D. Postage Metering

The University Mail Service provides postage metering service for all outgoing official University mail. Billing for postage is through the University Controller's Office.

Metering service is not available for personal mail or for agencies not holding a University account number. The use of state appropriated funds is prohibited for the mailing of Christmas, Get Well, Sympathy, and Birthday cards. The mailing of matter to influence legislation is also prohibited. The use of postage stamps for official mail is prohibited except with special permission granted from the Controller's Office. Postal regulations state that all letter mail metered by the University Mail Service must have a preprinted return address which contains University of North Texas, departmental name, title name, and P.O. Box number. University Mail Service requires a departmental account number in addition to the return address.

#### E. Prepaid Postage

Prepaid postage may be obtained by the following procedures.

##### 1. Business Reply

Business reply envelopes must be printed with the University permit number 210 in compliance with the format requirements of the U.S. Postal Service. Contact University Mail Service for further information before printing. Business Reply mail must be approved by the

University Mail Service Manager to ensure proper placement of bar coding.

#### F. Department Mail Boxes

Departments may rent a post office box from the U.S. Postal Service Sub-Station on campus. University Mail Service can assist with renting a mail box that is charged to a departmental account number.

Each department is responsible for receiving and distributing incoming U.S. mail from post office box. Each department is also responsible for Caller Fees and Postage Due Fees. Each department is responsible for notifying sender of miss addressed mail received by faculty and staff within the department. (Example: Old PO Box Number).

#### F. Personal Mail

Faculty and Staff members may obtain a personal post office box at the U.S. Post Office Sub-Station. Use of the University Mail Service facilities for personal mail is prohibited.

#### H. Publications

Appropriate Post Office Department publications will be provided or obtained by the University Mail Service upon request.

### SUBJECT: MAILING PROCEDURES (2)

#### A. Separation and Preparation

The proper preparation of mail is essential to insure expeditious processing and movement of all mail. Your help will contribute much to rapid and efficient mail service on campus as well as the routing of mail to the U.S. Post Office.

At your pick up station, separate mail into each category and secure in individual bundles with rubber bands as follows.

1. Campus Mail (Addressed to departmental designated stops only).
2. Mail to be metered (letters must be unsealed with flaps up and overlapping each envelope). Flats and letter packages should be sealed with indication of contents on package. Foreign and Domestic mail must be separated.
3. Franked (penalty, postage paid, etc.) or Metered Mail place in an inter-departmental envelope and address it to University Mail Service.

#### B. Addresses

All outgoing mail must have complete address, including zip code. Improperly addressed mail will be returned to the sender. The University Mail Service does not serve the student population. Pick-up and delivery service at any residence hall facility is limited to the residence hall director and operation. Letters addressed to students must be prepared for metered mail (see Postage Metering).

#### C. Classification of Mail

All mail sent to the University Mail Service for postage, except standard size envelopes and international mail, will be dispatched at the least expensive rate possible commensurate with contents, unless otherwise advised. Standard size envelopes are sent First Class and international letters are sent Air Mail.

#### D. Zip Code

All domestic mail (fifty states) and U.S. territories should have zip code + four digit postal code when applicable.

#### E. Return Postage Guaranteed

All packages must be clearly marked with this statement directly under the return address.

### SUBJECT: OPTIONAL SERVICES (3)

#### A. Registered and Certified Mail

Any mail that is to be Registered (registered mail is accounted for by a number from time of mailing to delivery) or Certified (certified mail provides a record of delivery which is maintained by the post office making the delivery) should be marked "Registered" or "Certified" on the envelope and must be sent First Class. If the piece of mail has no monetary value, Certified is sufficient. Do not Register a piece of mail that includes only correspondence. If a piece of mail is to be Registered, the value should be clearly marked on a slip of paper and attached to the envelope. All seams must be secured well with gummed paper tape. (They must not be secured with masking tape or scotch tape of any kind). If a return receipt is desired, forms must be completed and attached to the piece of mail by the sender. Forms may be picked up at the University Mail Service or any U.S. Post Office.

#### B. Insured Mail

The sender may obtain payment for loss of, rifling of, or damage to domestic mail by having it insured. You may insure qualified Package Services mail. Sealed envelopes should be endorsed as follows: Parcel Post, Bound Printed Matter, Media Mail, or Library Mail Articles cannot be insured that are so fragile as to prevent their safe carriage in the mail regardless of the packaging. Articles not adequately prepared to withstand normal handling in the mail

cannot be insured. Liability for Insured Mail is from \$100.00 to a maximum of \$5,000.00. The value must be in accordance with U.S. Postal Regulations. All packages are automatically insured up to \$100.00 through United Parcel Service, UPS. Each mailer is responsible for obtaining a record of mailing, date, brief description of item and value of each parcel. Claim forms are available in University Mail Service.

#### C. Express Mail

Express Mail (guaranteed next day delivery) is offered to designated areas in the United States and some foreign countries. For more information contact University Mail Service.

#### SUBJECT: DOMESTIC MAIL (4)

##### A. First Class Mail

1. First Class includes: Lettered (minimum size 3 1/2" x 5"); Postcards (minimum size 3 1/2" x 5"); all wholly or partly in writing, typing, carbon, copies, and /or matter sealed or closed.
2. First Class Flats (large envelopes): Mark flats "First Class" and seal. Do not use Parcel Post Merchandise labels. University mailing labels are available in Office Supply.
3. First Class Packages: Mark "First Class" and wrap securely. Weight limit 70 pounds; maximum size length plus girth, 108 inches. All questions concerning First Class should be directed to University Mail Service.

##### B. Periodical Mail

This includes only University of North Texas periodical publications and must be complete issues and must have a periodical identification statement printed in the issue. All periodical mailings must be coordinated with the University Mail Service Manager.

##### C. Standard Mail

1. Consists of mailable matter which is: less than 16 ounces in weight.
2. Standard Flats: Standard flats can weigh up to, but not including, 16 ounces. They must not contain handwriting, typing or carbon copies, with the exception of a letter enclosed. A combination of First Class letter and Standard material may be mailed in the same flat within the United States.
3. Standard Class Mailing: (For nonprofit organization) See Section on Campus Standard Mailing Service.

##### C. Package Services (PSVC)

Package Services is the class of mail primarily intended for merchandise, catalogs, and other printed material. Package Services does not receive expedited service. Minimum Weight: None. Maximum Weight: 15 pounds (for Bound Printed Matter); 70 pounds (for Parcel Post, Media Mail, and Library Mail).

1. Parcel Post – Used for mailing merchandise, books, circulars, catalogs, and other printed matter. There are bulk rates and destination entry rates available for mailers who are sending large quantities of Parcel Post. There is also a bar-coded discount available for Parcel Post pieces.
2. Bound Printed Matter – Bound Printed Matter must: Consist of advertising, promotional, directory, or editorial material (or any combination of such material); be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent: consists of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images, (or any combination of them); not have the nature of personal correspondence; not be stationery, such as pads of blank printed forms. There are presorted rates, carrier route rates, and destination entry discounts available for bulk quantities of Bound Printed Matter. The minimum quantity is 300 pieces. There also is a bar-coded discount available for Bound Printed Matter pieces.
3. Media Mail (formerly called Special Standard Mail) – Generally used for books (at least eight pages), film, printed music, printed test materials, sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Advertising restrictions apply. There are presorted rates available for bulk quantities of Media Mail (minimum quantity is 500 pieces). There also is a bar-coded discount available for Media Mail.
4. Library Mail – Used by qualifying institutions like libraries, universities, zoos, and research institutions to mail educational and research material. There are presorted rates available for bulk quantities of Library Mail (minimum quantity is 500 pieces). There also is a bar-coded discount available for Library Mail. The following may be mailed at the Library Mail Rate.

A. Items on Loan or Exchange – Only the articles specifically described in this section may be mailed at the Library Mail Rate. The identification statement “Library Mail” must be placed conspicuously on the address side of each package. Each package must show, in the address, the name of a school, college, university, public library, or name of a nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organization; or when cooperatively processed by libraries; or loaned or exchanged between libraries, organizations, or associations and their members, readers, or borrower. The following may be mailed at Library Mail Rate.

1. Books, consisting wholly of reading matter, scholarly, bibliography, or reading matter which is incidental blank spaces for notations and containing no advertising other than incidental announcements of books.
2. Printed music, whether in bound form or in sheet form.
3. Bound volumes of academic theses in typewritten or duplicated form.

4. Periodicals, whether bound or unbound.
5. Sound recordings.
6. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
7. Museum materials, specimens, collections, teaching aids, printed matter and interpretative material intended to inform and to further the educational work and interests of museums and herbariums.

B. Items Not on Loan

The following specific items when sent to or from schools, colleges, universities, or public libraries, museums, herbariums, and to or from nonprofit religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal organizations, may be mailed at the library rate.

1. 16 millimeter or narrower width films, filmstrips, transparencies, slides and microfilms. All of which must be positive prints in final form for viewing.
2. Sound recordings.
3. Scientific or mathematical kits, instruments, or other devices.
4. Catalogs of the materials in a, b, c, above and guides or scripts prepared solely for use with such materials.

SUBJECT: INTERNATIONAL MAIL (5)

A. Air Mail Letter

Letter, letter packages, aerogramme (air letters), postcards.

B. Air Mail Letter, and Air Parcel Post

All First Class International Mail except postcards must be in an envelope or package and subject to the weight and size limits as letter mail. All International Mail must have the name of the country in English on the last line of the address.

Weight Limit: All countries - 4 pounds. Items not acceptable as printed matter, or communications having the character of actual and personal correspondence whether written or voice recorded, must be sent as letter correspondence whether written or voice recorded, must be sent as letter mail. Call the U.S. Post Office or University Mail Service for applicable rates.

International Mail pieces weighing over 1 pound must be accompanied by US Customs Declaration Form; consult US Post Office or University Mail Service.

C. International Postcards

Dimensions: Maximum 4 1/4 x 6, Minimum 3 1/2 x 5 1/2.

#### D. Periodical Mailings (Second Class)

These consist of publications entered domestically as periodicals when mailed by the publishers or by registered news agents.

##### 1. Preparations for Mailing

Periodical publications must be in envelopes or packages and should not be sealed. All periodicals must be clearly marked Periodicals. Weight limit varies from 4 to 22 pounds, except Canada, which is 30 pounds. Consult the U.S. Post Office or University Mail Service for further information.

#### E. Air Mail-Parcel Post

Weight limits vary for parcels to different countries. Limits range from 22 to 66 pounds. Consult U.S. Post Office or University Mail Service for more information on weight limits and forms required for mailing. Forms are available in the University Mail Service.

#### F. Sealing

All articles except postcards must be enclosed either in an envelope or package. Registered parcels must be sealed. For all countries the sealing of ordinary (unregistered and uninsured) parcels is optional.

#### G. Prohibited Articles

Consult U.S. Post Office or University Mail Service.

#### H. Customs Declarations and Other Forms

Consult U.S. Post Office or University Mail Service.

#### I. Registration

Available to practically all countries. Consult U.S. Post Office or University Mail Service.

#### J. Insurance

Available for many countries. Consult U.S. Post Office or University Mail Service.

SUBJECT: CAMPUS STANDARD MAILING SERVICE (6)



Standard Mail Rate is less because the standard characteristics allow quicker handling of large quantities. Therefore, departments are encouraged to use standard mail when conditions merit. The University pays the annual fee for the University Standard Mail Permit, Number 455.

#### **A. Standard Mail Requirements**

The standard mail rate is applied to mailings of identical pieces separately addressed to different addresses with zip codes in quantities of not less than 50 pounds or of not less than 200 pieces. All pieces in a standard mailing must be identical to size, weight, and number of enclosures. The printed textual matter need not be identical. The sender's return address must be shown in format of "University of North Texas", department, name, and P.O. Box. A Number 455 imprint must appear on the front of each piece. This imprint can be applied by the printer, hand stamped with rubber stamps or put on by a meter in University Mail Service. No hand written messages should be included in the contents except for the address and signature. Standard mailings cannot convey a message to an individual. Standard mailings must contain University related matter.

Size and Shape: All mailing pieces must be at least 0.007 of an inch thick. All mailing pieces which are 1/4 of an inch thick or less must be rectangular in shape and at least 3 1/2 inches high and at least 5 inches long. Maximum size - Length, 15"; Height, 12"; Thickness, 3/4".

#### **B. Preparation for Mailing**

The sender must sort standard mail numerically by zip code, face all addresses in same direction, and band into bundles. Each bundle must be banded both horizontal and vertical directions with large rubber bands. Coded pressure seals should be placed on the top piece of each bundle. Rubber bands and pressure seals are provided by University Mail Service.

Bundles should not exceed 4" in thickness and be prepared as follows:

1. Direct Bundles: When 10 or more pieces of mail are for any one five digit zip code, they should be separated and banded with a red "D" pressure seal on the top piece. All addresses should be facing the same direction.
2. Direct Bundles for First Three Digits of Zip Code: If 10 or more pieces of mail are for the same First Three Digit Zip, band in bundle(s) with green "3" pressure seal on the top piece. All bundles must be in numerical order by zip code and all addresses facing the same direction.
3. ADC Bundles: If 10 or more pieces remain for any one state, all addresses shall be faced in one direction in zip code order and banded into bundle(s). Affix a pink "A" pressure seal to the top piece. An area consists of a group of zip codes going to an Area Distribution Center, (ADC).

4. Mixed Multi-State Bundles: If there are less than 10 pieces per area all addresses shall be faced one direction in zip code order and the pieces banded into a bundle. Affix a brown "MS" pressure seal to the top piece.

#### C. Dispatch

All standard mailings must be coordinated with University Mail Service for delivery to Standard Mail Center. Standard mail is dispatched from University Mail Service to the Denton Post Office by the Facility Services, (Moving Services) at 4:00 p.m. each day. Mailings received in University Mail Service after 12:00 noon will be dispatched the following day.

#### D. Special Note

1. Standard mailings during the month of December are discouraged.
2. Foreign mail may not be sent by standard rate.
3. Standard mailings are low priority, and may take two to three weeks to reach some outlying post offices.
4. Mail may be folded over and tabbed or taped; however, envelopes are recommended. Consult Mail Service. Stapling is no longer an accepted means of closing mail.
5. The number of pieces must be known, if not metered by University Mail Service.
6. Standard Mail Rate is restricted to mail less than sixteen ounces.
7. When individual pieces are sealed, a sample copy should be included for U.S. postal inspection.
8. Standard mail is not sealed against postal inspection.

**Responsible Party:** University Relations, Communications and Marketing

#### **References and Cross-references.**

Approved: 8/1/1991

Effective:

Revised: 8/97; 8/98; 7/02; 5/11\*

\*Format only