

## **PROCEDURES FOR SENDING MAIL:**

### **Outgoing Mail**

All outgoing mail should be properly labeled and placed in the “outgoing mail” box located outside of JC Long 407. For information on specific mailings, please refer to the instructions below:

### **Intra-Campus Mail**

Intra-campus mail must be placed in an intra-campus envelope and should include both the person’s full name and department. Do not use building names, room numbers or street addresses. Mail addressed to students living on campus should include only the student’s name and College of Charleston Complex number. Do not use the dorm, room number or a street address.

- **Faculty and Staff**

- Name: first and last
- Department: \_\_\_\_\_

- **Students**

- Name: first and last
- College of Charleston Complex: \_\_\_\_\_

### **Mail to be Metered:**

- Mail to be metered includes any mail requiring postage.
- Departmental mail must have a College of Charleston return address, including the person’s name and department. This is essential in directing returned mail to the proper sender.
- Extra services mail will require an IDT to be processed. This includes anything outside of a normal mailing: Priority, Certified, Bulk, Business Reply, or Express Mailings.
- Departments will receive monthly charges for all outgoing metered mail, which will be sent by the Office of Mail Services via e-mail. All charges comply with USPS pricing.
- Please see policy for Large Mailings that need to be metered.

### **Notification for Large Mailings**

Large Mailings are classified as any mailings that are out of the norm for your particular department. Examples:

- No. 10 envelopes (more than 50 pieces)
- Flats (6¼ by 8 inches or greater) more than 30 pieces
- Boxes over 20 lbs. or more than two boxes

Please notify the Office of Mail Services of large mailings at least one working day in advance so we can prepare accordingly. E-mail Mail Services with the following mail details:

- Date for pickup
- Name, department
- Number of mailings or weight of large package

### **Additional Metered Services**

Please see Postal Services for detailed explanation of each service and pricing. All forms can be found at the Office of Mail Services website.

**Express, Priority, Certified and Business Reply** must have a completed label (if required) and be accompanied by an authorized signature IDT.

### **International Mail**

Shipping and mailing internationally through the U.S Post Office is subject to a variety of rules and regulations. Every country has restrictions on different materials. For details on international mailings, visit the USPS International Mail and Packages web page.

### **College of Charleston Departmental Mailing Policies**

#### **Personal Mail**

Personal mail is defined as non-business related mail such as utility bills, credit card bills, bank statements, mail order catalogs and non-work related periodicals. The Office of Mail Services will not deliver personal mail as it is prohibited by state policy on the use of state resources for the transport of personal items.

Pursuant to U.S. Postal Regulations and state policies, all mail sent to the College of Charleston is the sole property of the College of Charleston.

#### **Forwarding Policy**

Departments are responsible for forwarding and/or returning mail for faculty and staff that have moved to another department or left the College. The Office of Mail Services will forward or return any mail that is improperly addressed.

Please see Sabine Hagn-Ford for assistance with mailing questions or concerns.