9.05 Mail Services

Purpose:

To identify appropriate use of Mail Center services at the University of Northern Iowa.

Policy Statement:

The policies and procedures of the UNI Mail Center are designed to insure compliance with Board of Regents, State of Iowa, and Federal rules and regulations relating to the use of United States Postal Service and campus mail services. Mail Center services exist primarily for the preparation and distribution of materials, the content of which relates to the official business of the university.

Procedures:

The Mail Center operates under the direction of Physical Plant Facilities Management. The UNI Mail Center is responsible for on-campus distribution of U.S.-domestic, foreign and intracampus mail, and partners with Central Mail/University of Iowa to meter and process outgoing mail.

Services provided by the Mail Center are generally available without charge (except for postage) to departments, offices and recognized student and staff organizations. Postage meter charges must be billed to an institutional account. Recognized organizations without institutional accounts may utilize intracampus mail services.

Official business materials are those dealing with an aspect of the university’s operation which can be defined as being directly related to the instructional, administrative, research, or community service programs or activities of the institution as differentiated from private or personal mail. Mail Center distribution services, according to the Board of Regents, State of Iowa, and State and Federal rules and regulations, are not to be used for the private business or personal mail of university employees, nor are Mail Center equipment and distribution facilities to be available for fund raising unrelated to the university or the preparation and/or dissemination of statements on behalf of political campaigns or candidates.

Each department or unit of the university is responsible in accordance with the Operational Procedures and Regulations of the University Mail Center (see link below) for determining if materials to be addressed, and/or distributed by Mail Center systems relate to official business of the university. When questions occur concerning such determination, the matter may be referred to the next level of university administration (department head, dean, vice-president etc.). Materials found within the university addressing, and/or distribution systems to be in violation of this policy will be removed immediately and affected faculty or staff members so advised.

Link to Mail Center’s Procedures: Additional procedures regarding Mail Services are located on the Facilities Management web page at https://fm.uni.edu/mail-center.

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University Mail Center approved revisions, 3/17/09
President approved revisions, 1/23/10

Facilities Management, approved April XX, 2019
President’s Cabinet, approved April XX, 2019
President and Executive Management Team approved April XX, 2019

Explanation of reasons for revision:
1. Updated verbiage & consistency of layout to fit current campus policies