

## 735 CAMPUS SERVICES

*Policy 735 was included in the 2001 University Handbook revision.*

- 735.1 Mail Service.** ISU provides mail delivery and pick up at designated times and locations. Campus mail should be addressed to an individual or a department rather than a building and/or room number. Use of campus mail is intended for University business only. Personal mail should be directed to the home address.
- 735.1.1 U.S. Postal Service Mail.** Mail intended to be sent through the U.S. Postal Service will not be metered without a departmental budget account. If a mailing piece reaches the mail room without postage or a budget account, it will be returned to the issuing department. As a courtesy to faculty and staff, stamped personal mail is collected from specified locations.
- 735.1.2 Unauthorized Use of Campus Mail.** Unauthorized use of campus mail by non-related University organizations (profit or non-profit) as well as local business advertising and solicitations is prohibited by the U.S. Postal Service. Mailing pieces which proselytize religious or political groups may not be sent via campus mail.
- 735.1.3 Location.** The University Campus Mail Service is located at 90 North Seventh Street, on the Southwest corner of Seventh and Cherry Streets. For questions regarding hours of operation, pick up and delivery times, postal rates and other pertinent information, the mail service may be contacted at 237-8043.

*Last revised February 1, 2011.*