

**Title/Topic:** Campus Mail  
**Number:** 91  
**Functional Classification:** Auxiliary & Enterprises  
**Monitoring Unit:**  
**Initially Issued:** March 3, 1994  
**Last Revised:**  
**Last Reviewed:**

## **CAMPUS MAIL**

### **PURPOSE**

To establish the policy of Louisiana State University and Agricultural and Mechanical College on the permitted use of Campus Mail.

### **DEFINITIONS**

**LSU Department.** Any administrative unit of the University established by or under the authority of its Board of Supervisors.

**Recognized employee and student organizations.** Organizations to which official University recognition has been granted by the Chancellor or the Dean of Students respectively.

**Affiliated Organizations.** Examples include the LSU Foundation, the LSU Alumni Association, Tiger Athletic Foundation and such others as have been designated as defined by the Regulations of the LSU Board of Supervisors.

**University Sponsored Programs.** Programs which occupy office or other space on the campus or make other use of University facilities and premises under a written agreement with the University.

**Intra-Campus Mailing.** The routine exchange of correspondence among those individuals and agencies authorized to use Campus Mail.

**Mass Mailing.** Use of Campus Mail for large scale distribution of printed communications to individuals located within University facilities and premises.

### **POLICY**

Campus Mail has been established as a department of LSU for the following purposes:

- (1) Collect and distribute official LSU intra-campus mail from department to department.

(2) Sort and distribute to University addressees external mail received from the U. S. Postal Service.

(3) Collect, apply postage and forward LSU departmental mail with external addresses to the U. S. Postal Service.

Use of Campus Mail for intra-campus mailings is provided specifically for official correspondence of University administrative units and is afforded as a convenience to various groups located on the campus including recognized employee and student organizations in accordance with the purposes for which these organizations have been established, the Faculty Senate, the Staff Senate, the Student Government Association, the Campus Federal Credit Union, by affiliated organizations and University sponsored programs. Use of Campus Mail for intra-campus distribution of commercial solicitations is specifically prohibited.

Use of Campus Mail for Mass Mailings to employees is restricted to printed materials mailed from University Departments, the Faculty Senate and the Staff Senate for the accomplishment of their missions.

Except as provided for herein, Campus Mail may not be otherwise used for intra-campus mailings or mass mailings. Non-University mail with postage affixed will be processed through to the U. S. Mail Service if deposited in Campus Mail. Mail received by Campus Mail from the U. S. Postal Service will be delivered to campus addresses designated without reference to its source or purpose.

Ineligible mail deposited with Campus Mail will be returned to the sender if known or disposed of otherwise, if the sender is unknown.

Questions regarding eligibility to use Campus Mail should be directed to the Office of the Vice Chancellor for Business Affairs.