

DEPAUL UNIVERSITY



U.S. Postage Classification Services

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: Vice President for Facilities

Effective Date: 09/18/2018

Policy Summary

This policy details the US Postal Classification services used in Print & Mailing Services.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

Policy

All mail, other than first-class letters, should be marked for classification by the issuing department. Mail not marked for classification will be examined by a university Mail Clerk and will be sent at the lowest rate possible.

Procedures

U. S. POSTAL SERVICE CLASSIFICATION GUIDELINES

The guidelines described below will help in determining classification. If it is discovered that departments are marking mailings for a higher rate of postage than necessary, the department chairperson will be contacted for authorization to mail at the lower rate. If there are further questions or unique situations requiring more detailed information, please contact the Manager of Print & Mailing Services at extension 28367.

EXPRESS MAIL

Express Mail is an expedited class of mail that provides overnight or same day service for sensitive letters, documents or merchandise. All shipments are automatically insured, at no extra cost, for up to \$100.00 for loss or damage. This is the only class of US mail with guaranteed delivery. If the guarantee is not met, postage will be refunded. Express Mail Service is not offered to all cities and towns and does have deposit deadlines at the Post Office. Those interested in using Express Mail

should contact Print & Mailing Services for pertinent information and appropriate mailing envelope and forms.

FIRST CLASS/PRIORITY MAIL

Almost all mailable matter can be sent as First Class Mail. The following items must be mailed as First Class Mail (they do not qualify as Non-profit postage):

1. Matter which is wholly or partially handwritten or typewritten
2. Matter which is closed against postal inspection
3. Matter having the character of actual and personal correspondence
4. Bills and statements of account.

Some examples of the above include identical copies produced by automatic typewriter, carbon copies, computer prepared invoices or personal correspondence, notebooks containing hand or type written entries, forms filled out in writing, printed lists containing written changes, printed cards or letters bearing a written date of when something will occur or has occurred.

First Class Priority Mail receives expeditious handling and 95% of the time meets the following service objectives: next day for local cities, second day for local states and third day for the remainder of the U.S.A. Next to Express Mail, this is the most expensive class of U.S. mail.

Note: Post cards larger than 4 1/4" x 6" are subject to full First Class postage rates. Envelopes, cards or self-mailers smaller than 3 1/2" x 5" or non-rectangular in shape are non-mailable. Pieces larger than 6 1/4" x 11 1/2" and weighing one ounce or less are subject to a surcharge of approximately 50% additional postage.

Non-Profit Rate

Because Non-Profit Bulk rates are very low (about 1/4 of First Class costs), these mailings require special preparation by the mailer. Pieces must carry complete and correct zip codes so they can be zip sorted, banded and labeled according to U.S. Postal regulations. A minimum of 200 pieces or 50 lbs. is necessary to qualify for Non-Profit Rates and, under certain circumstances; non-identical pieces can be combined to meet the minimums. Print & Mailing Services needs some lead-time for preparation of bulk mailings. For more information or to schedule a bulk mailing, please contact us at extension 28367.

Library Rate

Library Rate is the least expensive type of mail and is primarily used for educational and other non-profit organizations. As a university, we are able to use Library Rate for certain articles.

The following specific items may be mailed at Library Rate when loaned or exchanged between schools, colleges, universities, public libraries, museums, and non-profit religious, educational, charitable, veteran or fraternal organizations:

1. Books, scholarly bibliographies or reading matter containing no advertisements other than incidental announcements of books
2. Printed music
3. Bound volumes of academic theses in typewritten or duplicated form

4. Bound or unbound periodicals
5. Sound recordings
6. Other library materials in printed, duplicated or photographic form or in the form of unpublished manuscripts.

The following specific items may be mailed at Library Rate and are not required to be on loan or exchange if they are sent to or from schools, colleges, universities, public libraries, museums and non-profit religious, educational, charitable, veteran or fraternal organizations:

1. 16mm or smaller films, filmstrips, transparencies, slides and microfilms (These must be positive prints in final form for viewing.)
2. Sound recordings
3. Scientific or mathematical kits, instruments or other devices
4. Catalogs of materials named above and guides or scripts prepared solely for use with such materials

Book publishers and distributors can mail books to schools, colleges and universities at the Library Rate; however, schools, colleges, universities and libraries cannot return books to publishers using Library Rate.

Parcels with contents qualifying for this rate must be marked "Library Rate".

INTERNATIONAL MAIL

International Rates and regulations vary widely from country to country. There are two methods of transporting International Mail. These are International Air and International Surface. There are generally five types of rates that fall under each of these methods of transport. Not all countries have all rates and specific size and weight restrictions for each type vary with the destination country.

The types or rates available are:

1. Letters and letter packages - includes all letters and most flats
2. Parcel Post - includes parcels and packages
3. Regular printed matter- printed material, non-personal in nature and not hand or typewritten such as manuscripts
4. Books and sheet music
5. Small packets - small quantities of merchandise or non-personalized documents.

When mailing international pieces (other than letter size), please indicate what is inside the piece and when it has to arrive. Print & Mailing Services can then determine the most economical method of mailing.

Divisional Collaborations

None.

Contact Information

Facility Operations & Project Management

Andrew Bafia Jr.

Director of Administrative Operations

abafia@depaul.edu

(312) 362-8851

Appendices

None.

History/Revisions

Origination Date: 01/06/2003

Last Amended Date: 09/18/2018

Next Review Date: N/A