

Junk Mail Policy

The policy for the disposal of inadequately addressed and non-business standard class junk mail was approved in April '94 by the Joint Academic and Administrative Councils.

1. The U.S. Postal Service delivers all mail identified for zip codes 45221 and 45267 to the University, regardless of its content or completeness of address.
2. Mail sent as bulk (standard class) cannot be returned to sender unless postage is guaranteed per USPS endorsement. Disposition is at the institution's discretion.

The following guidelines are used to separate official University business mail from standard non-business junk mail.

This procedure does not affect first or periodic class mail. First class mail also includes **all international** mail. Periodical mail refers to magazines and newspapers.

The following types of standard class bulk mail **will be delivered** if the department's name and/or mail location number is listed within the address or can otherwise be identified:

- Book clubs and book catalogues
- Communications from other colleges and universities
- Computer and other scientific catalogues
- Educational seminars
- Medical journals
- Other business related catalogues – (i.e., electrical supplies – Facilities; art supplies – Art Department; communications equipment – Telecommunications)
- Periodicals

Deliver anything that appears to be business (educational) related.

Bulk standard mail that will be **wasted**:

- Department Store Catalogues - (i.e., Spiegel, J.C. Penney, Macy's, Dillards, Sears, etc.)
- Advertisements marked "FREE"
- Gift catalogues of all types
- Lingerie and other non-educational catalogues
- Lottery offerings
- Leisure travel brochures
- Coupon books

The objective of this program is not simply to trash the retail junk mail, but to persuade the mass mailers not to send it at all.

How to Stop "Junk Mail" from Being Sent to Your Home

Write to: Direct Marketing Association
 P.O. Box 9008
 Farmington NY 11735-9008

Send postcard - Identify the junk mail (company/sending store)

Ask them to stop this mail to your address.