



**The University of British Columbia
Board of Governors**

Policy No.:

121

Approval Date:

January 1993

Last Revision:

June 2005

Responsible Executive:

Vice-President, Administration and Finance

Title:

Campus Mailing Services

Background & Purposes:

To ensure that the University's written communications move efficiently to their destination, whenever possible within one working day of receipt.

To ensure that all users of the mail system assist by clearly addressing all mail as per instructions to follow, using both external and internal postal codes.

To encourage cooperation in eliminating unnecessary or unsolicited mail.

To encourage cooperation in reducing the amount of duplicate catalogues, journals, etc. wherever possible without impeding the academic mission of the University, by circulating or sharing such information.

To promote centralized metering of outgoing University business mail in order to take advantage of negotiated bulk rates and reduce the amount of duplicate mailing equipment on campus.

1. General

- 1.1. Campus Mailing Services provides sorting and delivering of all Canada Post incoming and internal mail for University business (including all affiliated organizations approved by the President's Office) at no charge.
- 1.2. Additional optional services such as metering are provided on a cost-recovery basis.

PROCEDURES

Approved: January 1993

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Campus Mail Services are used for University of British Columbia related business.
- 1.2. The basic service of sorting and delivery of Canada Post incoming and internal mail is available to all departments (including affiliated organizations approved by the President's Office) at no charge.
- 1.3. Users of the mail services are responsible for the contents and adequate addressing of their outgoing mail. All outgoing mail must have a return address and conform to Canada Post regulations.
- 1.4. Sorting and delivery priority will be given to First Class Canada Post mail and University institutional mail. The objective is to deliver this mail within one working day of receipt. At peak periods bulk mail, associations' mail, flyers, newsletters, etc., may be delayed.
- 1.5. Optional metering services will be available on a cost recoverable basis.
- 1.6. The Purchasing Department has sole responsibility for contracting with Canada Post and other Vendors for courier and bulk mail services on behalf of the University.
- 1.7. Hazardous goods must conform to the Transportation of Dangerous Goods Act with documentation completed by legally qualified persons. (For further information, contact the Department of Health, Safety and Environment.)

2. Detailed Procedures

- 2.1. Detailed procedures may be found in the Material Resources Handbook, under Campus Mailing Services.