
LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: POSTAL PROCEDURES

NUMBER: PRO 2-03

REFERENCE: U.S. Postal Regulations

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To establish procedures for the operation of the Mail Room in the pickup, distribution and delivery of incoming and outgoing mail and inter-campus correspondence, and to provide basic information concerning the postal services available.

The Mail Room shall be operated by the Duplicating/Mail Clerk under the supervision of the College Publications Specialist of the College Relations Department.

The proper, timely handling of official U. S. Mail and other College correspondence shall receive priority over all other duties and assignments. The following procedures apply:

- a. Incoming mail shall be picked up daily by Maintenance Department personnel at the U. S. Post Office, Leesburg, Florida, or at such other location as may be designated by competent authority, and delivered to the mail room for sorting and distribution as soon thereafter as possible.
- b. Immediately upon delivery, the Postal/Duplicating Clerk shall sort all incoming mail and place it into the appropriate mail boxes for pickup.

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- afternoon (prior to 5:00 pm) or second day, depending on ZIP code destinations.
2. Priority Mail Second Day or Third Day (Depends on destination) service for letters and packages up to 70 pounds in weight and 108 inches in combined length and girth. Delivery time is not guaranteed.
 3. First-class mail for correspondence up to 11 ounces.
 4. Priority mail for packages over 11 ounces requiring first class handling (essentially the same as Priority Mail Second Day/Third Day service).
 5. Third-class bulk rates for printed matter only (200 pieces or 50 pound minimum and all pieces in the mailing must belong to the same processing category; e.g., all letters, all flats or all machinable parcels). Bulk mailings are prepared by the originating office/department in accordance with Chapter Six of the Domestic Mail Manual and the instructions set forth by the L-SCC Third-Class Bulk Mailing Procedures/Guidelines attached. If in doubt as to the proper procedures to follow in preparing a bulk mailing, contact the Duplicating/Mail Clerk for assistance.
 6. Fourth class (Parcel Post) rates for packages up to 70 pounds.
 7. Fourth class book rates for the mailing of books by all faculty/staff other than the Library.
 8. Fourth class library rates for the mailing of books by the Library only.
 9. Special Services (Domestic mail only).
 - i. Insurance for coverage against loss or damage.
 - ii. Registry for maximum protection and security.
 - iii. Certified mail.
 - iv. Certificate of mailing (for bulk mail and book rates).
 - v. Restricted deliver (insured, certified and registered mail only). Return receipt (insured, certified and registered mail only).
 - vi. Special delivery (all classes of mail).
 - vii. Special handling (third and fourth class mail).

5. Additional services:
 - i. Insurance for those packages with a declared value in excess of \$100.
 - ii. Acknowledgement of delivery.
 - iii. Call Tag (To pick up at another location at our request).

c. Jackrabbit.

The Lake County School Board operates a messenger service between their schools to include Lake-Sumter State College. LSSC faculty and staff may utilize this service at no cost by:

1. Properly addressing the envelope with name and/or title and the school at which the addressee is located (Lake County only).
 2. Indicating Jackrabbit mail on the front of the envelope.
 3. Placing the mail in the Jackrabbit pickup box located at the main entrance of the Administration Building or in the Jackrabbit box located in the mailroom.
- NOTE: Incoming Jackrabbit mail will be picked up by the Duplicating/Mail Clerk and distributed in the same manner as regular mail.

d. Sumter Center and South Lake Mail.

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