



## **Junk Mail Policy**

In an effort to reduce wasted time and resources, and as a convenience to the campus, the campus post office does not deliver, and instead recycles all improperly addressed junk mail.

“Junk Mail” is defined as mail that arrives daily at the College at presorted standard or non-profit rates. This type of mail consists of credit card solicitations, clothing catalogs, and unsolicited training seminar materials. This does **NOT** include personal correspondence, bills or invoices, or magazine subscriptions, which come at either first class or periodical rates. Also **NOT** included in this service will be properly addressed catalogs or solicitations that contain the recipient’s box number, as we recognize that some of these items may have been requested by phone or mail by the recipient.