

**SOUTHWESTERN ILLINOIS COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE Mail Services
POLICY CODE 7009
DATE(S) ADOPTED October 16, 1991
DATE(S) REVIEWED December 2010
DATE(S) AMENDED January 2011

It is the policy of Southwestern Illinois College to provide inter-campus, intra-campus and external mail services in an expedient manner at the lowest possible cost. The purpose of these mail services is to facilitate the conduct of college business and general communication.

College mail services shall not be used for private commercial purposes, for political purposes, nor for other purposes not directly related to the conduct of college business.

The responsibility for providing college mail services lies with the Vice President for Administrative Services, through the Director of Auxiliary Services, who shall take all actions necessary to ensure the privacy, security and effectiveness of the mail services.