

# OBERLIN

COLLEGE & CONSERVATORY

**Title:** Mailroom Policy

**Responsible Position for Policy:** Business Manager

**Office/Department Responsible for Policy:** Facilities Operations, Procurement and Auxiliary Services

**Last Revision Date:** 5/18/23

Lockers are located in the basement of Wilder Hall outside of the Student Mail Room. All lockers are for registered students only and cannot be used for other purposes including, but not limited to, operating a business.

College Mail Service's student lockers are to be used only for campus and U.S. mail (personal mail), UPS, Fedex, Amazon, etc. Notifications regarding mail/packages received will be sent to students oberlin.edu email address. To permit matching mail with a student, all mail delivered to the college must display the student's first and last name as registered in the Office of the Registrar (no nicknames or business names) and the proper Obie ID. All items must be placed inside student lockers or stored inside the mailroom, as space allows. Mail should be picked up daily. Mail/packages not picked up within 4 business days will be returned to the sender. These dates will be extended during August, fall/spring breaks and winter term.

Messages should NOT be attached to the outside of lockers in the lobby of the Student Mailroom. Doing so violates fire regulations and creates a fire hazard in the Student Union building. The college reserves the right to correct fire regulation violations or other violations of its agreement with insurers. Students should receive mail at the college ONLY during the academic semesters or year of attendance. It is the student's responsibility to notify each correspondent of the complete change of address at the end of the academic semester or year of attendance, or if leaving during the year or semester, i.e. withdrawn, enrolled off-campus, leave of absence.