

UNIVERSITY OF PITTSBURGH POLICY 10-01-01

CATEGORY: SUPPORT SERVICES
SECTION: University Mailings
SUBJECT: Name and Address Lists and Mailing Labels
EFFECTIVE DATE: August 5, 1992
PAGE(S): 1

I. SCOPE

This policy establishes regulations on the distribution of name and address lists and mailing labels maintained by the University.

II. POLICY

Name and address lists and mailing labels of University faculty, staff, students, and alumni will not be sold or otherwise distributed to outside agencies.

All Faculty/Staff and Student Label Requests require the approval of the Data Administrator.

University mailing labels of alumni are used only for official business of the University by the Alumni Association.

The centralized maintenance and generation of University mailing labels by Computing and Information Services for departmental use are subject to interdepartmental charges. See Policy 10-02-12, Direct Charging for Computing and Information Services.

Non-University Advertising

Use of University Mailing Labels for advertising or distribution of materials for functions external to the University must be evaluated by the Data Administrator, in consultation with the appropriate administrative officers, to determine the cultural worthiness or educational value of the material. If approved, the initiator of the label request must provide a sufficient quantity of the advertising material to be distributed.

Such materials are distributed using the campus or dormitory address only. External Mailing to the home/permanent address of non-University advertising is prohibited.

III. REFERENCE

[Procedure AO 24, Name and Address Lists and Mailing Labels](#) (formerly 10-01-01)