
Administrative Procedure
Chapter 6 – Business & Fiscal Affairs

AP 6537 USE OF DISTRICT MAILBOXES

Reference:

Government Code Section 3543.1 subdivision (b)

The Director of Business Support Services is responsible for administering these procedures.

Materials to be distributed must comply with District policies, county and state laws, the California Education Code, and California and United States court decisions.

Currently registered students, properly identified campus organizations, District committees, faculty, and staff members of the college may distribute information in the staff mailboxes. Students must first obtain permission from the office of the Dean of Student Affairs to make a general distribution of materials to District staff. Mail to be distributed to staff through the District mail system must be addressed and organized as specified by District Mail Services.

Materials distributed to the staff shall bear the name of the distributing organization, its officers, or other individuals responsible for issuing them.

Employees or other individuals may not use the District mail system for distribution of sales literature or to promote their individual enterprises. Sales literature from employees or others must be sent through the U.S. Mail addressed to individuals or departments and will be distributed by the Mail Services staff.

Employee organizations shall be permitted the right of access to staff mailboxes.

- A. Employee organizations may distribute items of general interest in the members' mailboxes provided there is no interference with or interruption of District business or the scheduled duties of Mail Services staff.
- B. All communications distributed under an employee organization's name must have the approval of the organization(s) concerned.
- C. A copy of all materials distributed to the faculty at large shall be distributed at the same time to the Associate Vice President of Human Resources; a copy of all materials distributed to the classified staff at large shall be distributed at the same time to the Director of Human Resources.

- D. Employee organizations and individuals issuing communications shall be responsible for their appropriateness.

Libelous, slanderous, or obscene materials or materials which express or advocate racial, ethnic, sexual, or religious prejudice are prohibited.

Privacy of staff mailboxes is to be respected. No one may remove items from any mailbox other than the person to whom the box is assigned or his/her authorized representative.

The District's internal mail system shall not be used to distribute literature or other media containing endorsements of political candidates or for other political purposes.

Also see BP/AP 6520 Security for District Property, BP 6535 Use of District Equipment, and BP/AP 6540 Insurance.

Approved: November 26, 1991

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(Replaces former LBCC AR 7006)