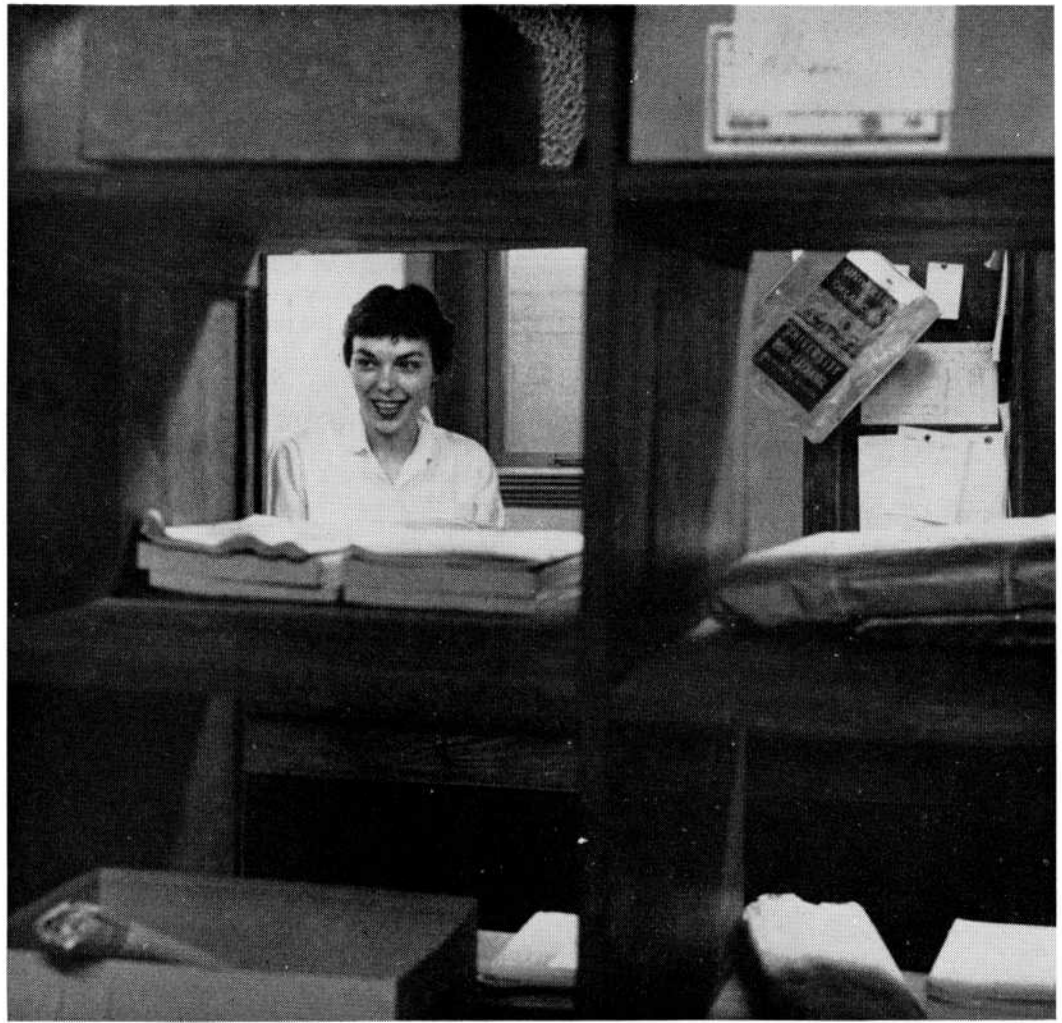


A stenographer, standing at the Faculty Exchange window to buy stamps, is framed by large racks designed to hold parcel post.



## College Communication Center

A large school needs a large mailbox to receive its letters. O. U.'s mailbox is the Faculty Exchange.

Lolita Connelly, postmaster of the University's Faculty Exchange, knows that communication is a wonderful thing but can be a headache as well. She learned this when she took her present job 15 years ago.

Mail by the tons comes into and leaves the Exchange every week. It's Miss Connelly's job to check, sort, box and stamp it, make application to have insured and registered—in short, to thoroughly process it. During a regular school term she must employ about eight students.

The Exchange isn't a post office, but a University organ. It handles more mail, in fact, than a first class post office. Bags of mail are delivered there twice daily. Then sorting begins. Thousands of letters are put into the 550 boxes assigned to teachers and departments, and hun-

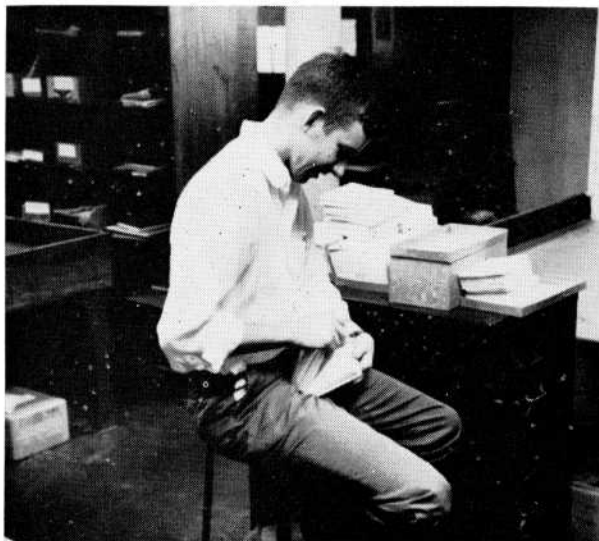
dreds of periodicals follow them.

Some of the boxes are used by only one person; others, like that of the College of Engineering, receive mail for more than 50 persons. For some departments, though, the boxes simply aren't large enough: big bins are assigned the library and School of Journalism to hold their daily receipt of newspapers, magazines and books from all parts of the world.

Another Exchange function is to postage-meter letters and books sent out of the school by approximately 900 staff and faculty members and 115 departments. There are innumerable, other related tasks, including distributing memorandums from one department to others. It's methodical work, but seldom stale. Now and then they receive packaged live alligators.

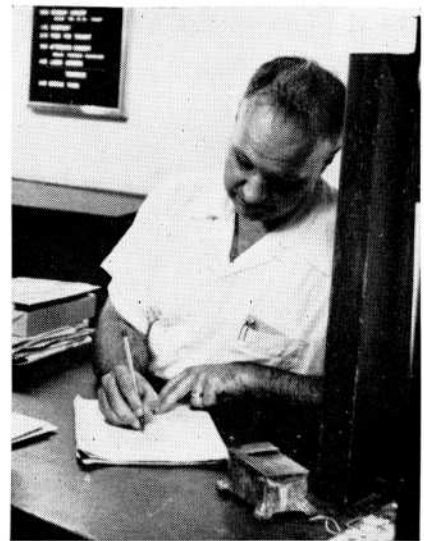


Thousands of letters sent out by University departments come each day to the Exchange to be run through postage machines.

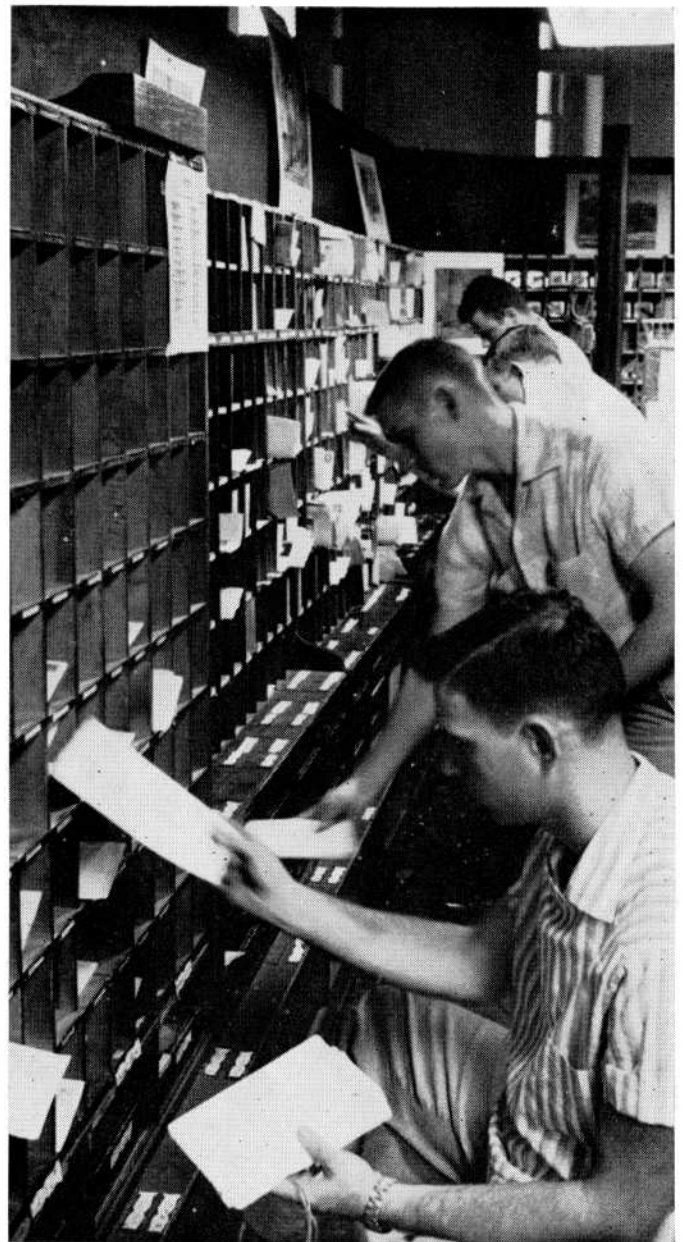


Student sorts batch of outgoing letters—into air mail, special delivery, foreign and regular mail—before metering them.

The morning mail has arrived. Almost as quickly as one employee sorts the letters into "sections," others are boxing them.



Professor, anticipating his summer leave, drops by to leave forwarding address.



COLLEGE COMMUNICATION CENTER  
Continued



Books and periodicals, dumped out of the mail bags onto a table, are sorted for distribution.



Postmaster Lolita Connelly has been receiving the University's mail twice daily and sending it out four times a day for about 15 years.

Mail for the library, too quantitative to carry in arms, is picked up in a special cart.



Opened combination-type box reveals employee placing mail in it from behind. Boxes at right, also combination, are assigned to teachers.

