# 183 Prices and Eligibility

**Overview**

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## 1.0 Library Mail Prices and Fees

**1.1 Prices**
Library Mail prices are based on the weight of the piece without regard to zone.

**1.2 Determining Single-Piece Weight**
To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

**1.3 Library Mail Price Application**
Library Mail is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage per addressed piece is that for an addressed piece weighing 1 pound.

**1.4 Barcode Discount—Machinable Parcels**
The barcode discount applies to Library Mail machinable parcels (see 101.3.3) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by 708.5.0, *Standards for Package and Extra Service Barcodes*.

**1.5 Library Mail Prices**
See Notice 123—Price List.

**1.6 Computing Postage—Library Mail With Permit Imprint**
To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable price per piece.

**1.7 Computing Postage—Library Mail With Postage Affixed**
For each piece, affix the postage for the weight increment.

## 2.0 Basic Eligibility Standards for Library Mail

### 2.1 Service Objectives

The USPS does not guarantee the delivery of Library Mail within a specified time. Library Mail might receive deferred service. The local Post Office can provide more information concerning delivery times within its area.

### 2.2 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail prices constitutes consent by the mailer to postal inspection of the contents.

### 2.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Each piece must bear the sender's return address.

## 3.0 Sender, Recipient, and Content Standards

### 3.1 General

Mailable matter meeting one of the specific eligibility standards in 3.3 or 3.4, as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

### 3.2 Sender, Recipient, and Contents

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in 703.1.0. Only the articles described in 3.3 and 3.4 may be mailed at the Library Mail price.

### 3.3 Qualified Mailings Between Entities

The items described in this section may be mailed at the Library Mail price when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.

b. Printed music, whether in bound or sheet form.

c. Bound volumes of academic theses, whether in typewritten or duplicated form.

d. Periodicals, whether bound or unbound.

e. Sound recordings.

f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.

g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

**3.4 Qualified Mailings "To" or "From"**

The following specific items may be mailed at the Library Mail price when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.

b. Sound recordings.

c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.

d. Scientific or mathematical kits, instruments, or other devices.

e. Catalogs of the materials in 3.4a. through 3.4d and guides or scripts prepared solely for use with such materials.

## 4.0 Attachments and Enclosures

**4.1 Enclosures in Books and Sound Recordings**

Books and sound recordings mailed at the Library Mail price may contain these enclosures as well as the additions and enclosures permitted under 4.3 through 4.5:

a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.1b.

b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.1a.

c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b.

d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the

conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b.

**4.2 Other Material**

Material mailed at the Library Mail price other than books and sound recordings may contain only those additions and enclosures permitted under 4.3 through 4.5.

**4.3 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class Mail prices. The following written additions and enclosures do not require additional First-Class Mail postage:

a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.

b. Marks, numbers, names, or letters describing the contents.

c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."

d. Instructions and directions for the use of the item mailed.

e. A manuscript dedication or inscription not having the nature of personal correspondence.

f. Marks to call attention to words or passages in the text.

g. Corrections of typographical errors in printed matter.

h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.

i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.

j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label.

**4.4 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

a. Names and addresses of the sender and addressee.

b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).

c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker.

**4.5 Incidental First-Class Mail Attachments and Enclosures**

Incidental First-Class Mail matter may be enclosed in or attached to any Library Mail piece without payment of First-Class Mail postage. An incidental First-Class Mail attachment or enclosure must be matter that, if mailed separately, would require First-Class Mail postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class Mail attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail price for the host piece is based on the combined weight of the host piece and the incidental First-Class Mail attachment or enclosure.

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