

<b>Eligibility Overview</b> (E714)	Mailings of 300 or more addressed pieces are eligible for 5-digit and Basic rates; no minimum for single-piece rates, sorted and marked as described below. Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Package Services matter that meet additional eligibility standards. Mailable items are limited generally to books, recordings, educational, and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans, or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also, there are provisions for publishers to mail specified items to qualified customers.
<b>Rates and Fees</b> (R700)	Single-piece rates are based on weight only. Presorted rates: 5-digit and Basic rates are based on weight and level of presort. Barcoded discount: \$0.03 per piece. Available for single-piece and Presorted Basic rate machinable parcels (C050.4.1) that bear a correct barcode under C850 and are part of a mailing of at least 50 pieces. Does not apply to pieces mailed at the Presorted 5-digit rate. Annual presort mailing fee: \$150.00.
<b>Addressing</b> (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Each piece must show in the address or return address the name of a school, college, university, public library, museum, herbarium, or a qualified nonprofit organization (E714).
<b>Characteristics and Content</b> (C700)	For barcoded discount, each piece must meet the standards in C850. Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in combined length and girth.
<b>Forwarding and Related Services</b> (F010)	Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece rate (F010.5.4).
<b>Deposit</b> (D700)	Deposit: <ul style="list-style-type: none"> <li>■ Single-piece: mailing entered at an acceptance unit designated by USPS.</li> <li>■ Presorted: all meter or permit imprint: generally, at post office where permit or meter license is held.</li> </ul>
<b>Mail Preparation and Sortation</b> (M740)	Marking on each qualifying piece: <ul style="list-style-type: none"> <li>■ Single-piece rate: "Library Mail."</li> <li>■ Presorted rate: "Presorted Library Mail" or "PRSRT Library Mail."</li> </ul> The rate marking must appear in postage area. Postage statement: Form 3608-P (postage affixed) or Form 3608-R (permit imprint). Preparation and labeling: <ul style="list-style-type: none"> <li>■ Single-piece, none.</li> <li>■ Presorted flats, see reverse.</li> <li>■ Presorted machinable parcels, see Quick Service Guide 700.</li> <li>■ Presorted irregular parcels, see M740.3.</li> <li>■ Pallet preparation, see M045.3.4 (irregular) and M045.3.5 (machinable) parcels.</li> </ul>
<b>Postage and Payment Methods</b> (P700)	Adhesive stamp (single-piece rate only) (P022), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
<b>Special Services</b> (S900)	May use COD, Delivery Confirmation, insured services, merchandise return service, Signature Confirmation, and special handling. Return receipt and restricted delivery are available for COD mail or mail insured for more than \$50.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

### Presorted Flats (M740.2)

#### 5-Digit

**Bundles:** Optional at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.<sup>1</sup>

**Labels:** Red Label 5 or optional endorsement line (OEL).



#### 3-Digit

**Bundles:** Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

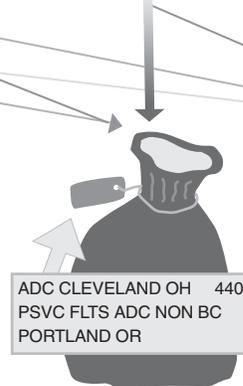
**Labels:** Green Label 3 or OEL.



#### ADC

**Bundles:** Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

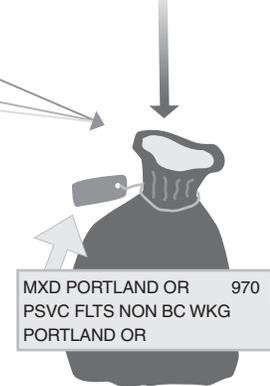
**Labels:** Pink Label A or OEL.



#### Mixed ADC

**Bundles:** Required, no minimum. Maximum weight 20 pounds.

**Labels:** Tan Label X or OEL.



#### 5-Digit

**Sacks:** Optional at 10 piece (or 1,000 cubic inches), smaller volumes not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code destination of bundles. For Line 2, use "PSVC FLTS 5D NON BC."

**Rate:** 5-Digit

#### 3-Digit

**Sacks:** Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

**Rate:** Basic

#### ADC

**Sacks:** Required at 20 pieces (or 1,000 cubic inches), smaller volumes not permitted.

**Labels:** For Line 1, use L004, Column B. For Line 2, use "PSVC FLTS ADC NON BC."

**Rate:** Basic

#### Mixed ADC

**Sacks:** Required, no minimum.

**Labels:** For Line 1, use "MXD" followed by the city, state, and 3-digit prefix shown for the entry post office in L004, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

**Rate:** Basic

1. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds. Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.