

# Commercial - Media Mail and Library Mail

## Machinable Parcels

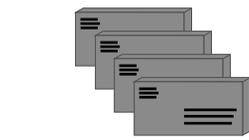
# 270b

Quick Service  
Guide

<b>Physical Standards (201)</b>	<p>Minimum weight: 6 ounces (3.5 ounces for parcels prepared under <a href="#">201.7.5.2</a>).</p> <p>Maximum weight: 25 pounds.</p> <p>For an overview of the physical standards for machinable parcels, see <a href="#">Quick Service Guide 201e</a>.</p>
<b>Prices and Fees (273.1.0)</b>	<p>For a complete listing of commercial prices, see <a href="#">Notice 123–Price List</a>.</p>
<b>Content (273.3.0 and 273.4.0)</b>	<p><b>Media Mail:</b></p> <p>Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, video and sound recordings, play scripts, printed educational charts, loose-leaf pages and binders consisting of medical information, and computer-readable media. Books may contain no advertising other than incidental announcements of other books.</p> <p><b>Library Mail:</b></p> <p>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.</p>
<b>Eligibility Standards (273.7.0)</b>	<p>Mailings of 300 or more addressed pieces of Media Mail and mailings of 300 or more addressed pieces of Library Mail claimed at any combination of 5-digit and Basic prices. Prices based on weight and level of presort.</p> <p>Machinable parcels (<a href="#">201.7.5</a>) and nonmachinable parcels (<a href="#">201.7.6</a>) may not be combined in the same mailing.</p> <p>Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.</p> <p>For Library Mail, 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 (<a href="#">703.1.2</a>).</p> <p>Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price (<a href="#">507.1.5.4</a>).</p>
<b>Postage Payment and Documentation (274)</b>	<p>Meter (<a href="#">604.4.0</a>) or permit imprint (<a href="#">604.5.0</a>). Mailers using eVS (<a href="#">705.2.6</a>) must pay postage with permit imprint.</p> <p>Postage statement: <a href="#">PS Form 3605-R</a>.</p>
<b>Mail Preparation (275)</b>	<p>Media Mail: mark each piece “Media Mail” and “Presorted” or “PRSRT” in the postage area.</p> <p>Library Mail: mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area.</p> <p>For optional marking locations, see <a href="#">202.3.7.6</a>.</p> <p>Presorted parcels must include a unique Intelligent Mail package barcode with a postal routing code, prepared under <a href="#">204.2.0</a>.</p>
<b>Enter and Deposit (276)</b>	<p>All meter or permit imprint: generally, at Post Office where permit or meter license is held.</p>

### Preparation

#### Sacking Sequence (275)



#### 5-Digit/Scheme

**Sacks:** Optional but required for 5-digit price. Minimum 10 addressed pieces or 20 pounds, smaller volumes not permitted.<sup>2</sup>

**Labels:** Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."

**Price:** 5-Digit



#### NDC

**Sacks:** Required; minimum 10 addressed pieces, 20 pounds, or 1,000 cubic inches. Smaller volumes not permitted.

**Labels:** For Line 1, use [L601](#), Column B. For Line 2, use "PSVC MACH NDC."

**Price:** Basic



#### Mixed NDC

**Sacks:** Required, no minimum.

**Labels:** For Line 1, "MXD" followed by the information in [L601](#), Column B for the NDC serving the 3-digit ZIP Code prefix of the entry post office. For Line 2, use "PSVC MACH WKG."

**Price:** Basic

1. For 5-digit schemes, use "PSVC MACH 5D SCH," for 5-digit sacks, use "PSVC MACH 5D."

2. For the 5-digit price, all possible 5-digit scheme sacks must be prepared, then all possible 5-digit sacks.