



175 Mail Preparation

Overview

1.0 Preparation for Media Mail and Library Mail

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1.1 Basic Preparation

[8-1-11] There are no presort, sacking, or labeling standards for single-piece Media Mail or Library Mail.

1.2 Delivery and Return Addresses

All Media Mail and all Library Mail must bear a delivery address that includes the correct ZIP Code or ZIP+4 code. Each piece must bear the sender's return address.

1.3 Basic Markings

The applicable basic required marking-"Media Mail" or "Library Mail"-must be printed on each piece as part of the postage area or directly below or to the left of the postage area. Optionally, the basic marking may be printed on a shipping address label as service indicators composed of a service icon and banner (see [Exhibit 102.3.3](#)). The service icons for Media Mail or Library Mail are 1-inch solid black squares and, if used, must be in the upper left corner of the shipping label.

