

185 Mail Preparation

Overview

1.0 Preparation for Library Mail

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1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Library Mail. 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.

1.2 Basic Markings

The basic required marking—"Library Mail"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicator Examples](#)). The service icon that will identify Library Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

