

**Physical Standards (301)** Maximum weight: 70 pounds.

For an overview of the physical standards for commercial flats, see [Quick Service Guide 301](#).

**Prices and Fees (383.1.0)**

For a complete list of Commercial Library Mail prices, see [Notice 123–Price List](#).

For heavier pieces, see [383.1.0](#).

Annual presort mailing fee: \$185.00.

**Content (383.2.0)**

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.

**Eligibility Standards (383.3.0)**

Mailings of 300 or more addressed pieces are eligible for 5-digit and Basic prices; sorted and marked as described below.

5-digit and Basic Presorted prices are based on weight and level of presort.

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 ([703.1.2](#)).

Mailing items with no ancillary service endorsement obligates the mailer to pay any applicable forwarding and return postage charges at the single-piece price ([507.1.5.4](#)).

Rigid, nonrectangular, and pieces that are not uniformly thick must be prepared as parcels and pay parcel prices ([383.1.3](#)).

**Postage Payment and Documentation (384)**

Meter ([604.4.0](#)) or permit imprint ([604.5.0](#)).

Postage statement: [PS Form 3605-R](#) or approved facsimile.

**Mail Preparation (385)**

Mark each piece “Library Mail” and “Presorted” or “PRSRT” in the postage area. For optional marking locations, see [302.3.2.4](#).

Flat-size pieces that do not meet the physical standards in [301.1.3](#) and [301.1.4](#) must be prepared as parcels.

**Enter and Deposit (386)**

All meter or permit imprint, generally, at Post Office where permit or meter license is held.

### Bundling and Sacking Sequence (385.5.0)

#### 5-Digit/Scheme<sup>1</sup>

**Bundles:** Optional but required for 5-digit price. Scheme bundles required for 5-digit ZIP Codes in L007. Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.<sup>2</sup>

**Labels:** Red Label 5 SCH, Red Label 5, or optional endorsement line (OEL) (708.7.0).



**Sacks:** Optional but required for 5-digit price. Minimum 10 pieces (or 1,000 cubic inches), smaller volumes not permitted.

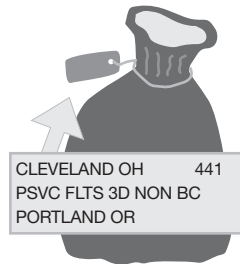
**Labels:** Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail. Line 2: For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC." For 5-digit sacks, use "PSVC FLT 5D NBC."

**Price:** 5-Digit

#### 3-Digit/Scheme<sup>1</sup>

**Bundles:** Scheme bundles required for 3-digit ZIP Codes in L008. Required at 10 addressed pieces, smaller volumes not permitted. Maximum weight 20 pounds.

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



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

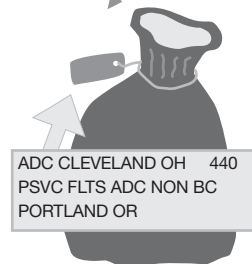
**Labels:** For Line 1, use L002, Column A. For Line 2, use "PSVC FLTS 3D NON BC."

**Price:** Basic

#### ADC

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

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



**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."

**Price:** Basic

#### Mixed ADC

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

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



**Sacks:** Required, no minimum.

**Labels:** For Line 1, use L009, Column B. For Line 2, use "PSVC FLTS NON BC WKG."

**Price:** Basic

Each bundle (except mixed ADC bundles) must contain at least two addressed pieces.

1. Pieces weighing up to 20 ounces and meeting the automation-compatibility standards in 301.3.0 must be prepared in 5-digit scheme and 3-digit scheme bundles and 5-digit scheme sacks. Mailers must prepare all possible 5-digit scheme bundles and 5-digit scheme sacks before preparing 5-digit bundles and 5-digit sacks. All possible 3-digit scheme bundles must be prepared before preparing 3-digit bundles.
2. 5-digit bundles of flats placed in 5-digit sacks may weigh a maximum of 40 pounds.
3. For 5-digit scheme sacks, use "PSVC FLT 5D SCH NBC," for 5-digit sacks, use "PSVC FLT 5D NBC."