

# USPS MEDIA & LIBRARY MAIL

## USPS MEDIA MAIL REQUIREMENTS

### Qualified Items Only these items may be mailed at the Media Mail prices:

- Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books.
- Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail price.
- Printed music, whether in bound or sheet form.
- Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings. Playscripts and manuscripts for books, periodicals, and music.
- Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail prices even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media.

### Enclosures in Books Mailed as Media Mail

- Enclosures in books mailed at Media Mail prices are subject to these additional standards:
- Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by
- One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by section below.
- Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may describe the conditions of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may be a postcard. The order forms permitted with these announcements are in addition to order forms that may be enclosed under the first two reasons above.

## USPS LIBRARY MAIL REQUIREMENTS

The items described in this section may be mailed at the Library Mail price when sent between:

- (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations;
- (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or
- (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- Printed music, whether in bound or sheet form.
- Bound volumes of academic theses, whether in typewritten or duplicated form.
- Periodicals, whether bound or unbound.
- Sound recordings.
- Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums.

**By default, S.M.A.R.T. shipping accounts are set up without Media Mail or Library Mail access. Access to the features can be request and approved on a case-by-case basis. Contact us at [departmentalmail@ua.edu](mailto:departmentalmail@ua.edu) to request access.**