

Announcement

from the Copyright Office, Library of Congress, Washington, D.C. 20559

POSTAGE FOR BOOKS MAILED TO THE
COPYRIGHT OFFICE

FREE MAILING PRIVILEGE NO LONGER AVAILABLE

Under a provision of the copyright law in effect before 1978, copies and applications required for copyright registration could be mailed to the Copyright Office without charge for postage. This provision has been repealed, effective January 1, 1978. Postage will be charged for any copies or applications mailed to the Copyright Office after that date.

SPECIAL LIBRARY RATE: WHEN IS IT AVAILABLE?

The U.S. Postal Service provides a special fourth-class rate for postage on books mailed to libraries by publishers or distributors. It is not available for material other than books, and it cannot be used when the package is mailed by an individual.

The Postal Service has confirmed that books mailed to the Copyright Office by publishers and distributors, including books accompanied by copyright applications, can be mailed at the fourth-class library rate. (When books and applications are mailed together, additional first-class postage must be paid for the applications, as explained below.) A letter from the Postal Service's Office of Mail Classification to the Library of Congress states:

This is in reply to your inquiry concerning the eligibility of books, mailed with copyright applications to the Library of Congress, for mailing at the library rate.

Section 135.26c, Postal Service Manual, provides that books, including books to supplement other books, 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, when mailed from a publisher or a distributor to a school, college, university, or library may be mailed at the library rate.

If the books mailed with copyright applications meet the requirements of this regulation and are being sent from a publisher or a distributor to the Library of Congress, they may be mailed at the library rate. If these books are mailed by an individual to the Library of Congress, they are not eligible for mailing at the library rate.

It is understood that the application for copyright accompanies each publication. When these two items are mailed together, postage on the application may be paid at the first-class rate as provided for under sections 139.21 or 139.321, Postal Service Manual.

MARKING ON PACKAGE

Packages containing books mailed at the fourth-class library rate must bear the statement "LIBRARY RATE", placed conspicuously on the address side.

POSTAGE WHERE FIRST-CLASS AND FOURTH-CLASS MATERIAL ARE MAILED TOGETHER

When you are applying for copyright registration, it is important to send the required deposit copies and applications together to the Copyright Office in the same package. Even if the deposit copies are books that qualify for fourth-class postage, you must pay additional first-class postage for the applications accompanying them. There are two ways to do this under the Postal Service regulations:

- 1) You may enclose the applications inside the package with the books. This is the safer method. It requires that:
 - Both first-class and fourth-class postage be placed on the outside of the package. The first-class postage can either be affixed separately or added to the total amount; and
 - An endorsement reading "FIRST-CLASS MAIL ENCLOSED" must be placed on the package below the postage and above the address.

- 2) Alternatively, you may attach an envelope containing the applications and bearing first-class postage to the outside of the package. This method involves the real danger that the envelope will become detached and lost in transit, and the sender must necessarily assume this risk. If the Copyright Office receives copies without an application or a clear written request that they be held for connection with a separately forwarded application, it will consider them to be deposits for the Library of Congress (under section 407 of the Copyright Act) rather than deposits for copyright registration (under section 408).

The Copyright Office hopes that this general information is helpful to you, but we cannot answer specific questions about the use of the library rate or any other aspect of the Postal Service regulations and procedures. Any questions of this sort should be addressed to your local postmaster.