

Stockyards—Sixty-fifth nr Bay, Emeryville; B W Alden, postmaster

**POSTAL RATES AND CLASSIFICATION OF MAIL MATTER.**

Domestic mail matter, that is, mail matter sent in the mails from some post office within the United States to some other post office within the same, is divided into four classes, as follows:

**First-Class Matter.**

**RATE OF POSTAGE: TWO CENTS FOR EACH OUNCE OR FRACTION THEREOF.**

Written matter, namely letters, postal cards, and all matter wholly or partly in writing, whether sealed or unsealed—except as provided below—and all matter, sealed or otherwise, closed against inspection, is of the first class.

Postal Cards—No printing or writing other than the address allowable upon the address side; nor may anything except an address label be pasted or attached to any postal cards. The words "to be called for," or any proper description of the person or place addressed may be written or printed thereon as part of the address. Any other writing, mark or seal placed on the address side renders it unmailable except at letter rates.

Private Mailing cards—Mailing cards other than government postal cards may be sent through the mails at the rate of one cent apiece, payable by stamps to be affixed by the sender. Written messages may be sent on these cards when they are made to conform to the following restrictions: Such cards must be approximately of same form, quality and weight as the stamped postal cards now in general use, not exceeding  $3\frac{1}{2}$  by  $5\frac{1}{2}$  inches, nor less than  $2\frac{1}{2}$  by 4 15-16 inches. The color of the cards may be white, cream, light gray, or shade of the government card. The card must bear these words in print on the addressed side: "Post Card." There may be on the message or address side advertisements, illustrations, or other matter printed in black or colors. Ordinary mailing cards, when the message is entirely in printing, are not restricted to the above conditions. They may be of any size, but are not entitled to the words "Post Card."

**Second-Class Matter.**

Second-class matter is of two kinds. First, that sent by publishers or news agents; second, that sent by other than publishers or news agents.

**RATE OF POSTAGE TO PUBLISHERS AND NEWS AGENTS: ONE CENT PER POUND OR FRACTION THEREOF. TO INDIVIDUALS, ONE CENT FOR EACH FOUR OUNCES OR FRACTION.**

Mailable matter of the second-class embraces all newspapers and other periodical publications which are issued at stated intervals and are within the conditions named in the statute.

**STATUTORY CHARACTERISTICS OF SECOND-CLASS MATTER.**

First—It must be regularly issued at stated intervals, as frequently as four times a year, and bear a date of issue and be numbered consecutively.

Second—It must be issued from a known office of publication.

Third—It must be formed of printed paper sheets, without board, leather, cloth or other substantial binding, such as distinguish printed books for preservation from periodical publications.

Fourth—It must be originated and published for the dissemination of information of a public character, or devoted to literature, the sciences, arts, or some special industry, and having a legitimate list of subscribers.

What is Permissible to Be Written or Printed—The name and address of the person to whom the matter shall be sent; index figures of subscription book, either printed or written; the printed or written name and address of the publisher or sender, or both, and written or printed words or figures, or both, indicating the date on which the subscription to such matter will end; the correction of any typographical error; a mark, except written or printed words, to designate a word or passage to which it is desired to call attention; the words "sample copy," or "marked copy;" and publishers and news agents may enclose in their publication, bills, receipts and orders for subscription thereto.

**Third Class—Printed Matter**

**RATE OF POSTAGE: ONE CENT FOR EACH TWO OUNCES OR FRACTIONAL PART THEREOF, AND MUST BE FULLY PREPAID BY STAMPS AFFIXED**

Printed Matter—Is defined to be the reproduction upon paper by any process except that of handwriting, or by the typewriter, of any words, letters, characters, figures, or images, or of any combination thereof, not having the character of an actual personal correspondence. Seeds, bulbs and scions are included in third-class matter.

Further Points of Definition—Reproductions from originals, produced by mimeograph or similar mechanical process, easy of recognition, are entitled to pass in the mails in unsealed envelopes as third-class matter, when mailed at the post office window in numbers of at least twenty identical copies.

Proof sheets and corrected proof sheets and manuscript copy accompanying the same are rated as third-class matter.

Permissible Writing—Upon matter of the third class, or upon wrapper or envelope inclosing the same, or the tag or label attached thereto, the sender may write his own name, occupation and residence or business address, preceded by the word "from," and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical error. There may be placed upon blank leaves or cover of any book or printed matter of the