

POSTAL REGULATIONS.

LETTERS AND NEWSPAPERS.

INLAND LETTERS.—All inland letters should be prepaid by an affixed stamp, otherwise double postage is charged. If the prepayment be insufficient, double the deficiency is charged. Letters weighing $\frac{3}{4}$ oz. are charged 1d.; more than $\frac{3}{4}$ oz. and not exceeding 1oz., 2d.; and 2d. for every additional ounce or part thereof.

FOREIGN AND COLONIAL LETTERS, &c.—Although the prepayment of letters sent to the following countries be not compulsory, yet, if not prepaid, they are subject to the following increase of postage:—To or from places in Turkey where France maintains post offices there will be charged a rate of 9d. per $\frac{1}{2}$ oz., instead of 6d., the prepaid rate; to France, Sardinia, and Algeria, double postage; to Belgium (prepaid 6d.), unpaid, if sent direct, 8d.; via France, 10d. According to the regulations of the German Customs Union, no letter exceeding fifty grammes (a little more than $\frac{1}{4}$ oz.) in weight, and containing any other inclosure in paper, can be allowed to circulate by the post.

NEWSPAPERS AND PERIODICALS published at intervals not exceeding thirty days, and bearing an impressed newspaper stamp, may be transmitted and retransmitted through the Post Office to all parts of the United Kingdom under the following regulations:—If readdressed, the previous address must be cut off (obliteration is not sufficient). Inattention to this will cause the publication to be dealt with as an unpaid letter. They must be posted within fifteen days from the date of issue, and folded so that the whole stamp or stamps are exposed to view, otherwise a postage of 1d. is charged in addition. There must be no inclosure nor any mark or writing thereon except the address.

NEWSPAPERS SENT ABROAD.—As the usual impressed newspaper stamp counts for nothing, a postage stamp must be affixed. When newspapers sent to British colonies have to pass through a foreign country they are liable (in addition to a postage of 1d.) to rates shown in the table of "Compulsory Payments." Unregistered publications when sent to the colonies or abroad are treated as book packets. Newspapers by private ships are charged 1d. Newspapers for India pay 2d. for every $\frac{1}{2}$ oz.; above and not exceeding $\frac{3}{4}$ oz., 3d.

BOOK POST.

INLAND.—The following are the rates of postage:—Not exceeding $\frac{1}{2}$ oz., 1d.; above $\frac{1}{2}$ oz. and not exceeding 1oz., 2d.; above 1oz. and not exceeding 1lb., 4d.; 2d. being charged for every additional $\frac{1}{2}$ lb. or part thereof. Postage must be prepaid in full by means of postage stamps affixed outside the packet, which must be either without cover or open at the ends so as to admit of the inclosure being removed for examination. A book packet may contain any number of separate books or other publications, and printed matter of any kind, sheets of music or manuscripts, prints or maps, or any quantity of paper, parchment, or vellum; all legitimate binding, mounting, or covering of a book, &c., or of a portion thereof, will be allowed, whether it be loose or attached; as also rollers, in the case of prints or maps; bookmarkers (whether paper or otherwise) in the case of books; and, in short, whatever is necessary for the safe transmission of literary or artistic matter, or usually appertaining thereto; but no patterns, or books of patterns (unless these consist merely of paper), can be allowed. No book packet may contain any written letter closed or open, or any inclosure sealed or otherwise closed against inspection; nor must there be any letter, nor any communication of the nature of a letter, written in any such packet, or in or upon its cover. Entries, however, merely stating who sends the book, &c., or to whom it is given, are not regarded as a letter. No book packet must exceed two feet in length, width, or depth. In any case in which these regulations are infringed the packet will be charged unpaid-letter rate.

COLONIAL.—On the same conditions as the foregoing, and at the following charges (except that no packet weighing more than 8lb. can be sent to the East Indies or New South Wales), book packets can be forwarded to any British colony. To India, Ceylon, New South Wales, Victoria, Tasmania (Van Diemen's Land), South Australia, Western Australia, New Zealand, Mauritius, and Hong-Kong, the charge is as follows:— $\frac{1}{2}$ oz., 4d.; more than $\frac{1}{2}$ oz., but not exceeding 1oz., 8d.; more than 1oz., but not exceeding 1lb., 1s. 4d.; and so on; 8d. being charged for every additional $\frac{1}{2}$ lb. or fraction thereof. Charges to every other British colony:— $\frac{1}{2}$ oz., 3d.; more than $\frac{1}{2}$ oz., but not exceeding 1oz., 6d.; more than 1oz., but not exceeding 1lb., 1s.; and so on; 6d. being charged for every additional $\frac{1}{2}$ lb. or fraction thereof. Book packets to or from India and New South Wales are limited to packages not exceeding 8lb.

FOREIGN is subject to the same regulations as the inland postage, with the exception that no book, paper, or publication sent must contain any writing or manuscript mark of any sort. Rates of postage (which must be paid in advance) chargeable upon registered newspapers and other printed papers sent to Belgium, France, Algeria, or the French offices in Turkey, Syria, and Egypt:—For a packet of registered newspapers not exceeding $\frac{1}{2}$ oz., 1d.; above $\frac{1}{2}$ oz., and not exceeding 1oz., 2d.; and then 2d. for every additional $\frac{1}{2}$ oz. or part thereof. For a packet of other printed papers not exceeding $\frac{1}{2}$ oz., 3d.; above $\frac{1}{2}$ oz., and not exceeding 1oz., 6d.; and then 6d. for every additional $\frac{1}{2}$ oz. or part thereof. Rates of postage (which must be paid in advance) chargeable upon book packets, including newspapers and other printed papers, addressed to Sardinia, Tuscany, Parma, Modena, and Venetian Lombardy, or other places in the Austrian dominions, when specially addressed via Sardinia:—For a packet of registered newspapers not exceeding $\frac{1}{2}$ oz., Sardinia, 2d.; Tuscany, &c., from a port in Sardinia, 4d.; above $\frac{1}{2}$ oz., and not exceeding 1oz., Sardinia, 4d.; Tuscany, &c., from a port in Sardinia, 8d.; and so on, two rates being charged for every additional $\frac{1}{2}$ oz. or part thereof. No packet must exceed 18 inches in length, width, or depth. For a packet of books or other printed papers not exceeding $\frac{1}{2}$ oz.:—Sardinia, 4d.; Tuscany, &c., 6d.; above $\frac{1}{2}$ oz. and not exceeding 1oz., Sardinia, 8d.; Tuscany, &c., 1s.; and so on, two rates being charged for every additional $\frac{1}{2}$ oz. or part thereof. No packet of books or newspapers can be sent to the Austrian dominions via Sardinia if it weighs more than one pound, or exceeds 24 inches in length. As regards packets sent through France (except to the countries in the foregoing table of rates) the term "printed papers" does not include cases, or rollers, or maps, bookmarkers, pens, pencils, &c., but does include Parliamentary proceedings, books of every kind, sheets of music and prints. Periodical works, not of daily publication, issued in the shape of pamphlet, may be sent by private ships to the United States at the following rates:—Not exceeding 2oz., 1d.; 2oz. and not exceeding 3oz., 6d., and 2d. for every ounce or part thereof, up to 16oz. The packet must be prepaid, and always sent in a cover open at the ends. Other printed papers or books except those specified to the above places are subject to letter rates.

TOWN DELIVERIES.—The portion of each district within about three miles of the General Post Office is designated the town delivery, and the remainder the suburban delivery. Within the Town limits there are eleven deliveries of letters daily:—The first, or General Post, delivery, including all Inland, Colonial, and Foreign letters arriving in sufficient time, commences about 7.30 a.m., and is generally completed, throughout London, by nine o'clock, except on Mondays, or on other days when there are large arrivals of letters from abroad. The second delivery consists of letters posted in London up to 8.30 a.m., or arriving with the first collection from the suburban offices, as specified in the tables for each district; together with the correspondence received by the Irish and Continental mails, and letters from the provinces or abroad which may arrive too late for the first delivery. The next eight deliveries are made hourly, and include all letters reaching the General Post Office or the district offices in time for each dispatch. The last dispatch is made at seven p.m. The night mails from Ireland, France, and the Continent generally, fall into the second town delivery, which is made about ten a.m. The day mails from Ireland and France, and the afternoon dispatch from Brighton and other towns having a third daily communication with London, fall into the late evening delivery in London and the suburbs within the six-mile circle.

SUBURBAN DELIVERIES.—There are seven dispatches daily to the Suburban districts.

LETTERS "TO BE CALLED FOR."—The Poste Restante being intended solely for the accommodation of strangers who have no permanent abode, letters for residents in London must not be addressed "Post Office till called for." In doubtful cases the letters will be delivered from the Poste Restante for a period of two months; after which, if the applicant's address be known, they will be sent thereto by the letter-carrier. Letters addressed "Post Office, London," are delivered only at the Poste Restante Office, on the south side of the hall of the General Post Office, St. Martin's-le-Grand; and at this office also, and there only, are delivered letters addressed to the district or branch offices in London. The hours of delivery are between ten and four. All persons applying for letters at the Poste Restante must be prepared to give the necessary particulars to the clerk on duty, in order to prevent mistakes, and to ensure the delivery of the letters to the persons to whom they properly belong. If the applicant be a foreigner he must produce his passport; or, if he send for his letters, the messenger must produce it. Subjects of States not issuing passports are treated as subjects of the United Kingdom.

REGISTERED LETTERS, &c.—The latest time for registering letters, &c., for the London district deliveries, and for the evening mails, at the chief office, the district offices, and the receiving offices, is half an hour before the latest time for posting for the dispatch by which they are to be forwarded. For the London district dispatch at seven a.m., and for the morning mails, letters can be registered at the receiving-houses between 5.30 and 7.30 p.m. the previous evening; and, for the morning mails only, at the chief district offices between 7.0 and 7.15 a.m. Letters for the morning mails cannot be registered at the town receiving-houses between 5 and 5.30 p.m., and no letter can be registered after 7.30 p.m.

REDIRECTED LETTERS.—Notices of removal, and applications for letters to be redirected, must be addressed to the Secretary; the particulars of the name, late place of residence, and present abode, should be stated in full, and the application must be signed by the party claiming the letters.

POSTAGE STAMPS, &c.—Postage stamps and stamped envelopes are sold at the chief office between the hours of 7 a.m. and 7.30 p.m.; at the district offices between 7 a.m. and 6.45 p.m.; and at the receiving-houses between 8 a.m. and 8 p.m., Sundays excepted. To discourage the transmission of coins by post, the officers at the district offices and the letter-receivers are authorised to purchase postage stamps of the public, if not soiled or otherwise damaged, at a charge of $\frac{1}{2}$ per cent. The stamps must be presented in strips containing at least two stamps adhering to each other. Single stamps will not be received.

SUGGESTIONS TO THE PUBLIC, &c.

Facility is given to the Post Office in the discharge of its daily duties, and greater security afforded to the public, by careful attention to the following recommendations:—

To post all letters, &c., as early as practicable, especially when sent in large numbers, as is frequently the case with newspapers and circulars. The trouble of the office is much diminished if circulars, before being posted, be tied in bundles, with the addresses all in one direction.

To make the address legible and complete, giving the name of the post town, and if there be more than one town in the kingdom of that name, or if the post town be not well known, adding the name of the county.

To see that every letter, newspaper, or other packet sent by post is securely folded and sealed. It should be remembered that every such packet has to be several times handled, and that even when in the mail-bag it is exposed to pressure and friction. Unless, therefore, the article be light and pliant, it should be inclosed in strong paper, linen, parchment, or some other material which will not readily tear or break. The observance of this precaution is especially necessary whenever any fragile articles of value are forwarded by post. These should always be inclosed in a wooden or tin box.

To fasten the covers of newspapers firmly, so as to prevent them slipping out. When, for additional security, the address is written on the newspaper itself, such address (if the newspaper be franked by an impressed stamp) must, in case of retransmission, be cut off, otherwise the newspaper will become subject to letter postage.

In affixing stamps, to wet slightly the corner of the envelope and the gummed side of the stamp, and then gently to press the stamp till it is firmly fixed.

When dropping a letter, newspaper, &c., into a letter-box, always to see that the packet falls into the box and does not stick in its passage.

Never to send money or any other article of value through the post, except either by means of a money order or in a registered letter. Any person who sends money or jewellery in an unregistered letter not only runs a risk of losing his property, but exposes to temptation every one through whose hands his letter passes, and may be the means of ultimately bringing some clerk or letter-carrier to moral ruin. Every letter which contains money or other valuable article, even when registered, ought to be securely sealed.

When complaint is made of letters or newspapers lost, miscarried, or delayed, to furnish information as precise as possible regarding all the facts of the case, and to inclose whatever documents may throw light upon it. The day and hour at which the letter or newspaper was posted, as well as the office at which and the person by whom this was done, should always be stated; and, when possible, the cover or wrapper in an entire state should be sent, in order that the place of delay may be ascertained by an examination of the stamps.

To see that every letter contains the full address of the writer, in order to ensure the return of the letter if the person to whom it is directed cannot be found.

MONEY ORDERS are now granted for Canada, the commission on which is fourfold the charge on home orders, and for Malta and Gibraltar threefold.