

POST OFFICE REGULATIONS.

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:—

To post all letters, &c., as early as practicable, especially when sent in large numbers, as is frequently the case with newspapers and circulars.

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. Letters posted in one part of the United Kingdom and intended for another part (as, for example, letters posted in England and intended for Scotland) should have the name of the country to which they are sent added to the other part of the address. The number of the house, too, if in a street, is a great assistance.

To see that every letter, newspaper, or other packet sent by post is securely folded and fastened. Sealing-wax will not easily adhere to the gummed portion of an envelope. When postage stamps are remitted they should be inclosed in paper sufficiently thick to prevent them being seen or felt through the cover. It should be remembered that every 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. Owing to neglect of these precautions many postal packets burst open, causing much trouble to the department and risk to the owners, it being sometimes impossible to determine to what packet a particular article belongs.

To fasten the covers of newspapers firmly, so as to prevent the contents from slipping out.

In affixing the stamps to wet slightly the corner of the envelope and the front, as well as the gummed side of the stamp, and then gently to press the stamp till it is firmly fixed. The practice of dipping the stamp in water is objectionable, because, unless the stamp be immediately withdrawn, and care be taken by the use of blotting-paper or some absorbent to remove any excess of moisture, the gum may be washed off or the stamp may be rubbed off the letter. By the use of envelopes bearing an embossed stamp (which may be obtained at any post office) all risk of the stamp being detached may be avoided.

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 everyone 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; and if Bank notes be forwarded, unless both their amount be small and delay inconvenient, they should be sent in halves, the second halves not being dispatched until an acknowledgment be received of the first.

When complaint is made of letters or newspapers lost, miscarried or delayed, furnish information as precise as possible regarding all the facts of the case, and 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.

The Post Office is not responsible for any injury which books or other articles forwarded by post may sustain; and the public, therefore, should not employ the Post Office for the conveyance of anything likely to suffer injury, unless such things be sufficiently protected.

With the following exceptions, no inland or foreign letter or packet can be forwarded by the post which is more than two feet in length or one foot in breadth or depth. The exceptions are:—Packets to or from any of the Government offices or departments or public officers; petitions or addresses to the Queen, whether directed to her Majesty or forwarded to any member of either House of Parliament; petitions to either House of Parliament, forwarded to any member of either House; printed Parliamentary proceedings.

Under the following regulations Jury Summons may, in England and Wales, be sent through the post:—They must bear the words "Jury Summons" on each, on the same side as the address; the postage, together with a fee of 2d. on each summons, must be prepaid in postage-stamps; they must be posted at those offices only which are also money-order offices, and each must be accompanied with a duplicate indorsed with the name and address of the person to whom the original summons is directed.

**SUNDAY.**—There is no collection or dispatch of letters within the London district limits on Sundays, and a delivery is made only at such places as are too distant for the letters by the last dispatch from London to be distributed on Saturday evening; but letters posted in London before 9 p.m. on Saturday are forwarded to the travelling post offices, and reach their several destinations in time for delivery on Monday morning. Letters posted in the pillar-boxes within the town limits, and in some of the nearer suburbs, on Sundays are collected early on Monday morning, in time for all the morning mails, and for the first London district delivery.

RATES OF POSTAGE ON INLAND LETTERS.

The rate of postage on inland letters and parcels of all sorts, closed or open, making no distinction between them, is as follows:—Not exceeding 1 oz., 1d.; exceeding 1 oz., but not exceeding 2 oz., 1½d.; and for every additional two ounces once up to 12 oz., ½d. Any letter exceeding the weight of 12 oz. will be liable to a postage of 1d. for every oz., beginning with the first oz.

All inland letters must be prepaid in stamps. A letter posted unpaid is chargeable on delivery with double postage; and if insufficiently prepaid is chargeable with double deficiency.

At the district offices and at the town receiving-houses separate boxes are provided for "London District" and "General Post" letters; and the public will greatly facilitate the arrangements of the department by taking care to post their letters in accordance with the inscription on each box. For the convenience of persons intrusting their letters to servants or children to post, the inscription on the "London District" box is in red letters, and that on the "General Post" box in black letters, so that the most illiterate person can be instructed into which of the boxes to deposit any letter. In the town districts generally, and at certain suburbs where

there is a collection from the pillar-boxes at 3 or 4 a.m., the receiving-office letter-boxes are closed during the night and on Sundays, in order that letters may be posted in the pillar-boxes, and have the advantage of such early collection.

**REGISTERED LETTERS.**—For the night mails the latest time for registering inland and foreign letters at the chief office, St. Martin's-le-Grand, and at the head district and branch offices in London, on payment of the ordinary fee of 4d., is 5.30 p.m.; or on payment of a late fee of 4d. in addition to the registration-fee, the latest time is 6 p.m. At the town receiving-houses the latest time for registering letters for the night mails is 5 p.m. Registered letters are not forwarded by the midnight despatches. For the day mails to the provinces, Ireland, Scotland, France, and the Continent generally, and for the colonial and foreign mails via Southampton, letters can be registered at the chief office, and at the head district and branch offices, at the ordinary fee between 6 and 7.30 p.m., and at the town receiving-houses between 5.30 and 7.30 p.m. the previous evening.

**OVERCHARGED LETTERS.**—Overcharges are returned between the hours of 10 and 4, on presenting the overcharged letters at the office for the sale of stamps, &c., at the General Post Office. Or the letter may be sent to the office by the letter-carrier of the district, and the overcharge will be returned with the letter in two days.

**POSTAGE STAMPS, &c.**—Postage stamps and stamped envelopes are sold at the chief office and at Lombard-street between the hours of 7 a.m. and 7.30 p.m.; at the Western district office between 7 a.m. and 7.30 p.m.; at the other district offices and the Charing-cross branch office between 8 a.m. and 7.30 p.m.; and at the receiving-houses between 8 a.m. and 8 p.m., Sundays excepted.

LETTERS "TO BE CALLED FOR."

The Poste Restante being intended solely for the accommodation of strangers and travellers who have no permanent abode in London, letters for residents in London must not be addressed "Post Office till called for." Letters addressed to "Initials" or "Fictitious Names" at the Poste Restante, or any district or branch office, are returned to the writers. Letters may not be redirected from a private address to the Post Restante.

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.

THE NEWSPAPER HALFPENNY POSTAGE

applies to any publication consisting wholly or in great part of political or other news, or of articles relating thereto, or to other current topics, with or without advertisements, and published at intervals of not more than seven days; and for each newspaper, whether posted singly or in a packet, the prepaid postage is one halfpenny. Every newspaper must be so folded as to admit of the title being read. No packet of newspapers must exceed 14lb. weight nor 2 ft. in length.

**COLONIAL AND FOREIGN.**—Under the powers given to the Postmaster-General by the Post Office Act, 1870, the regulations relating to the registration of publications for transmission abroad as Newspapers have been revised. The definition laid down in the Act, in regard to newspapers which may be registered for transmission through the post in the United Kingdom, is alike applicable to those which may be registered for transmission abroad, except that for foreign transmission a newspaper may be published at intervals of thirty-one days, and that it (but not its supplement) may be printed on sheets stitched together. Newspapers going abroad are also subject to the following regulations:—"Prices Current" and "Market Reports," but not private price-lists or trade catalogues, are admitted to the same privileges as newspapers for foreign transmission. Publications registered for transmission abroad must be posted within eight days from the date of publication, including the day of publication, otherwise they will be rejected. It is forbidden to introduce into Russia, through the post, political newspapers of every kind, and therefore they must be obtained through the agency of some established bookseller. Printed precursors, in covers open at both ends, are not forbidden.

THE POSTAGE OF THE ILLUSTRATED LONDON NEWS, with Ordinary Supplement, for the United Kingdom and the Channel Islands must be prepaid by affixing a halfpenny stamp. Copies which are to be sent abroad—printed on thin paper for foreign postage (the ordinary Edition being charged double)—must have stamps affixed to them at the following rates:—

Africa, West Coast of (a) ...	1d	Germany ...	2d
Alexandria { via Southampton ...	1d	Gibraltar { via Southampton ...	1d
{ via Brindisi ...	2d	{ via France ...	3d
{ via Southampton ...	1d	Holland, via Belgium ...	2d
Australia { via Brindisi ...	3d	India { via Southampton ...	2d
{ via Southampton ...	2d	{ via Brindisi ...	3d
Austria ...	1d	Italy, via Belgium ...	3d
Brazil ...	1d	Mexico (a) ...	1d
Canada ...	1d	New Zealand ...	1d
Cape of Good Hope ...	1d	Norway, via Denmark ...	5d
China { via Southampton ...	2d	Spain ...	2d
{ via Brindisi ...	3d	Sweden, via Denmark ...	4d
Constantinople, via Marseilles ...	2d	Switzerland ...	2d
Denmark, via Belgium ...	3d	United States ...	1d
Egypt, via Southampton (a) ...	1d	West Indies ...	1d
France ...	1d		

The letter (a) denotes that an additional charge is made on delivery.

PATTERN AND SAMPLE POST.

**INLAND.**—Pattern and Sample Post is restricted to bonâ fide trade patterns or samples of merchandise. The colonial and foreign sample post is variable both in limit of weight and also in rates of postage. See *British Postal Guide*, published quarterly. Goods sent for sale, or in execution of an order (however small the quantity may be), or any articles sent by one private individual to another which are not actually patterns or samples, are not admissible. There must be no writing or printing upon any packet except the address of the person for whom it is intended, the address of the sender, a trade-mark or number, and the price of the articles; nor may there be any writing or printing or other thing inclosed, except such address, mark, number, and price, and a written or printed description of the articles; and these particulars may be on labels attached to the samples. If this rule be infringed, the packet will be treated as a letter.

**POST-CARDS.**—Post-cards, which bear a halfpenny impressed stamp, are available for transmission between places in the United Kingdom only. The front (or stamped) side is intended for the address only. There must



# THE ILLUSTRATED LONDON ALMANACK FOR 1878.

be nothing else written, printed, or otherwise impressed upon it, nor must there be any writing or printing across the stamp. On the reverse side, any communication, whether of the nature of a letter or otherwise, may be written or printed; but such communication must not extend to the front side. Private cards may be stamped on application to the office of Inland Revenue, Somerset House. Postage-cards can only be purchased in packets of one dozen and upwards.

**BOOK POST.**—A Book-Packet may contain not only books, paper, or other substance in ordinary use for writing or printing, whether plain or written or printed upon (to the exclusion of any written letter or communication of the nature of a letter); photographs, when not on glass or in frames containing glass or any like substance, and anything usually appertaining to such articles in the way of binding and mounting, or necessary for their safe transmission by post, but also Circulars, when these are wholly or in great part printed, engraved, or lithographed. The postage is one half-penny for every 2 oz., or fraction of that weight. A packet posted wholly unpaid will be charged with double the book-postage; and, if posted partially prepaid, with double the deficiency. Every book-packet must be posted either without a cover or in a cover open at both ends, and in such a manner as to admit of the contents being easily withdrawn for examination; otherwise it will be treated as a letter. No book-packet may contain anything sealed or otherwise closed against inspection; nor must there be any letter, nor any communication of the nature of a letter, whether separate or otherwise, unless the whole of such letter or communication be printed. It must not exceed 5 lb. in weight and 18 in. in length.

## LONDON DISTRICT OFFICES.

**CHIEF DISTRICT OFFICE, ST. MARTIN'S-LE-GRAND, (E.C.)**—The Post Restante, where also letters can be registered, or prepaid in money, and where Postage Stamps, &c., can be purchased, is under the portico facing St. Martin's-le-Grand. Inquiries for missing letters should be made at the Secretary's Office. The Returned Letter Office.—The business of this Office is, for the present, carried on at 113, Aldersgate-street, E.C. (the station of the Metropolitan Railway). The Money Order Office is at No. 1, Aldersgate-street. The Post Office Savings Bank is at No. 27, St. Paul's-church-yard.

**EASTERN DISTRICT, (E.)**—The limits of the eastern district are Tower-hill, Minories, Aldgate, Houndsditch, Shoreditch, Clapton, Leyton, and Shadwell. Chief District Office, Nassau-place, Commercial-road East.

**NORTHERN DISTRICT, (N.)**—This district includes Edmonton, Stoke Newington, portions of Shoreditch and Kingsland, Hoxton, Islington, King's-cross, York-road, Holloway, Highgate, Finchley, and Tottenham. Chief District Office, Paclington-street, Islington.

**NORTH-WESTERN DISTRICT, (N.W.)**—This district includes Hendon, Hampstead, Kentish Town, Camden Town, Somers Town, and Agar Town, to King's-cross; extending by to the Euston and Marylebone roads to the junction of the latter with the Edgware-road; and to Kilburn and Willesden. Chief District Office, 28, Eversholt-street, Camden Town.

**SOUTH-EASTERN DISTRICT, (S.E.)**, including a portion of the Southern District.—The river forms the boundary of this district, from Vauxhall Bridge to Plumstead; and it includes Kennington, Camberwell, Dulwich, Norwood, South Norwood, Pease, Sydenham, Lewisham, Woolwich, and Plumstead. Chief District Office, 9, Blackman-street, Borough.

**WESTERN DISTRICT, (W.)**—This district is bounded by the Grand Junction Canal and the Marylebone-road, including the Edgware-road; by Tottenham-court-road, and Crown-street, Soho; and includes Piccadilly, Kensington, and Hammersmith. Chief District Office, 3, Vere-street.

**SOUTH-WESTERN DISTRICT, (S.W.)**, including a portion of the Southern District.—This district extends from Charing-cross by the river to Vauxhall Bridge; thence to Stockwell, Brixton, Streatham, Merton, Wimbledon, Mortlake, Brompton, Knightsbridge, and St. James's as far as Piccadilly. Chief District Office, 8, Buckingham-gate, Piccadilly.

**WESTERN CENTRAL DISTRICT, (W.C.)**—This district lies within the Euston and Pentonville roads to Claremont-square, and includes Coldbath-fields, Gray's-inn-road, Chancery-lane, and Essex-street; the river side to Northumberland-street, Strand; and Trafalgar-square, Whitecomb-street, and Crown-street, to Tottenham-court-road. Charing-cross Branch Office, West Strand. Chief District Office, 126, High Holborn.

Money Order, Savings Bank, and Insurance and Annuity business is transacted, and inquiries received for misdirected letters, &c., at all the offices.

Telegraphic messages sent from all the principal offices night and day at a uniform rate of 1s. for twenty words, exclusive of name and address. Printed forms can be had at all the offices.

## POSTAL DISTRICTS.

London and its environs are divided into eight postal districts, each of which is treated, in many respects, as a separate post town. The following are the names of the districts, with their abbreviations:—

Eastern Central ...	... E.C.	South Eastern ...	... S.E.
Eastern ...	... E.	South Western ...	... S.W.
Northern ...	... N.	Western ...	... W.
North Western ...	... N.W.	Western Central ...	... W.C.

By adding the initials of the postal districts to the addresses of letters for London and its neighbourhood the public will much facilitate the arrangements of the post office.

## 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.

## SUBURBAN DELIVERIES.

There are seven despatches daily to the suburban districts. The first is at 6.30 a.m. to all places within the London district limits; and includes the correspondence by the night mails from the provinces, and by any colonial or foreign mails arriving in sufficient time. This delivery is generally completed in the nearer suburbs by 9 a.m., and at the more distant places between 9 and 10 a.m. The second despatch is at 9.30 a.m. to the nearer suburban districts. The third is at 11.30 a.m., and comprises, with a few exceptions, every part of the London district. The fourth despatch, at 2.30 p.m., is to most of the suburban districts, isolated localities excepted. The fifth despatch, at 4.30 p.m., extends to the whole of the suburban districts, and, except in the remoter rural places, the letters are delivered the same evening. The sixth despatch, at 6 p.m., is also to the nearer suburbs. The seventh despatch is at 7 p.m. Letters for this despatch posted at the town receiving houses and pillar boxes by 6 p.m., or at the chief office of the district to which they are addressed by 7.30 p.m., are delivered the same evening at all the principal

places within about six miles of the General Post-Office. At the more distant places, the letters are delivered early the following morning.

## COLONIAL AND FOREIGN MAILS.

**Australia.**—Mails to these colonies are dispatched twice a month. **India.**—Mails to India are now dispatched every Friday via Brindisi, and every Thursday morning via Southampton. The postage of letters to India and Ceylon per half ounce is 9d. when sent via Southampton, and 1s. when sent via Brindisi. The scale advances by half ounces instead of by ounces.

**United States of America.**—Letters, 6 cents per single rate of 15 grammes (one half-ounce) in the United States, and 3d. (6 cents) in the United Kingdom; prepayment optional. A fine will, however, be levied and collected in addition to the deficient postage on each unpaid, or insufficiently prepaid, letter received by one country from the other. Newspapers, 2 cents each in the United States, and 1d. each in the United Kingdom, if not exceeding 4 oz. in weight. Book-packets, including printed papers of all kinds, &c., and patterns and samples of merchandise, including seeds and grain, when not exceeding 1 oz. in weight, 2 cents in the United States, and 1d. in the United Kingdom.

When the time for making up a colonial or foreign mail is marked "Morning," the latest time for posting letters by it at the chief office is 8.55 a.m.; at the Lombard-street branch office, 8.30 a.m.; at the Charing-cross branch office, 4 a.m.; and at the district offices, 6 a.m. In the case of the French mail, letters must be posted at the E.C. and W.C. pillar-boxes at 3.45 a.m., and at the several branch offices and pillar-boxes in the town districts not later than 4 a.m.; in certain suburban boxes not later than 3 a.m.; and at the chief office not later than 6.30 a.m. When marked "Evening," the latest time is the same as for the inland night mails. See *British Postal Guide* for further information.

## MONEY ORDERS

are issued at the chief district offices and at the branch offices, Lombard-street and Charing-cross, between 10 a.m. and 4 p.m.; on Saturdays between 10 a.m. and 1 p.m.; at other branch offices and receiving-houses in the town districts between 10 a.m. and 4 p.m.; at branch offices in the suburban districts between 10 a.m. and 5 p.m.; and at receiving-houses in the suburban districts between 9 a.m. and 6 p.m. On Saturdays savings bank deposits are received at all receiving-offices until 8 p.m. The commission on inland money orders is:—For sums under 10s., 1d.; of 10s. and under £1, 2d.; and for every additional pound or fraction of a pound, 1d. No order is allowed to contain a fractional part of a penny, and the printed forms only should be used which are supplied gratuitously.

To guard against any person, even if he obtain possession of a money order, fraudulently getting it cashed, the remitter is recommended—When he is well known to the payee, to sign the letter inclosing the order with his initials only. When this is not the case, either to make the order payable ten days after date, or to register the letter inclosing it, or to make the order payable through a bank. When it is not considered expedient to adopt either of these courses, to send the remitter's name (without a knowledge of which payment cannot be obtained) in a separate letter from that containing the money order.

**INTERNATIONAL MONEY ORDERS BETWEEN GREAT BRITAIN AND THE UNITED STATES.**—Offices have been selected in all the States and territories with a view of accommodating the localities where the greatest number of foreigners reside as will be likely to make use of them. All exchanges are to be made through the two Government exchange offices in New York and London. In the United States applications can be made only for the equivalent in sterling of a certain sum of money in United States currency, which latter amount, being deposited at the local office, is transmitted to New York, and there converted into a postal sterling draught at the current rate for gold on the day of its receipt. This draught is made payable by the British authorities in any designated locality of the kingdom. No single order will be issued for more than 50 dol., but persons desiring to remit larger sums can obtain additional money orders. The rates of commission on these money orders will range from 0.25 on orders not exceeding 10 dol., to 1 dol. 25c. for over 40 dol., and not exceeding 50 dol.

The scale of commission for orders payable abroad is as follows:—

	£2		£5		£7		£10	
	s.	d.	s.	d.	s.	d.	s.	d.
If payable in Switzerland, Belgium, Denmark, Germany, Italy, the Netherlands, Egypt, or at Malta, Gibraltar, or Constantinople ...	0	9	1	6	2	3	3	0
If payable in any other place abroad (including most of the colonies) authorised to transact money-order business with this country ...	1	0	2	0	3	0	4	0

Money Orders are issued in the United Kingdom on the following colonies and foreign countries:—Belgium, Italy, the Netherlands, Switzerland, Denmark, Germany (including North Germany, Baden, Bavaria, Wurtemberg, and Luxemburg), Gibraltar, Malta, Constantinople, Egypt (Alexandria, Cairo, and Suez), Argentine Republic (Buenos Ayres), Cape of Good Hope, China, Newfoundland, New South Wales, New Zealand, South and Western Australia, Victoria, Nova Scotia, Tasmania, and West Indies.

## POST OFFICE SAVINGS BANKS.

Deposits of One Shilling, or of any number of shillings, or of pounds and shillings, may be made by any person at the Post-Office Savings Banks, provided that such depositor shall not make deposits amounting to more than £30 in any year ending Dec. 31, or make any further deposit when the amount standing in his name exceeds £150, exclusive of interest. When any depositor's principal and interest amount together to £200, all interest will cease so long as the balance of the account continues to amount to the said sum of £200.

Interest calculated yearly at the rate of £2 10s. per cent per annum will be allowed on every complete pound deposited, reckoned from the first day of the calendar month next following the day on which a complete pound shall have been deposited or completed, up to the first day of the calendar month in which the moneys are withdrawn. The interest thus calculated will be at the rate of one halfpenny per calendar month for every complete pound. The interest will be reckoned to Dec. 31 in every year, and will then be added to the principal.

The officers of the Postmaster-General engaged in the receipt or payment of deposits will not disclose the name of any depositor, nor the amount deposited or withdrawn by him, except to the Postmaster-General, or to such of his officers as may be appointed to assist in carrying out the provisions of the Post Office Savings Bank Act.