

required by the Trustees. In all cases it will be necessary for any person, acting on behalf of the Trustees, to enclose or present a written authority to do so, verified by the corporate seal of the Trustees. A selection of articles to be sent can always be made by the Department when so desired. Catalogues and forms furnished on application.

(4) SEPARATE REMITTANCES OF NOT LESS THAN \$5 FOR LIBRARIES, MAPS, APPARATUS, AND PRIZES.

If Library or Prize Books be ordered, in addition to Maps and Apparatus, it will be necessary to send *not less than* \$5 additional for each class of books, with the proper forms of application. In case the Trustees have no proper corporate seal, one can be engraved and sent with the articles ordered, on receipt of \$2 additional.

(5) POSTAGE REGULATION IN REGARD TO GRAMMAR AND COMMON SCHOOL RETURNS.*

All official returns which are required by law to be forwarded to the Chief Superintendent, or a Local Superintendent, and which are made upon the printed blank forms furnished by the Educational Department, *must be pre-paid*, at the rate of one cent, *and be open to inspection*, so as to entitle them to pass through the post as printed papers. No letters should be enclosed with such returns. A neglect to observe this regulation has repeatedly subjected this Department to an unnecessary charge of 14 cts. and 21 cts. on each package, including the Post Office fine for non-payment.

(6) PRE-PAYMENT OF POSTAGE ON BOOKS.

According to the new Postage Law, the postage on all books, printed circulars, &c., sent through the post *must be pre-paid by the sender*, at the rate of one cent per ounce. Local Superintendents and teachers ordering books from the Educational Depository, will, therefore, please send such an additional sum for the payment of this postage, at the rate specified, and the new Customs duty, as may be necessary.

* See Regulations in regard to Correspondence, on page 75.