

Literature for the Blind

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1. Overview

Literature for the Blind is a free service we offer that allows you to mail specific items used by visually impaired people.

We accept items of material for the use of the blind for Registered Mail™ or Xpresspost™ (in Canada) at no charge.



Please note: This service is subject to certain conditions and restrictions, such as size and weight restrictions, as defined by the *Canada Post Corporation Act and Regulations*. See <u>Size and weight requirements</u> for more information.

2. Acceptable materials

You can mail the following items for free as Literature for the Blind:

- Matter impressed in braille or similar raised type
- Plates for manufacturing matter impressed in braille or similar raised type:
- Tapes, records, and other sound recordings posted by the blind in Canada
- Tapes, records, and other sound recordings and special paper intended solely for the use of the blind if mailed by or addressed to a recognized institution for the blind



Please note: These items are subject to the conditions and restrictions as set out in the *Canada Post Corporation Act and Regulations*.

3. Unacceptable materials

Materials for the use of the blind that don't meet the conditions and restrictions specified in the <u>Canada Post Corporation Act and Regulations</u> won't qualify as materials for the use of the blind. You can't send these materials for free.



For mailings outside of Canada, please consult the <u>International</u> <u>destination listing tool</u> for information on prohibited items.

4. Size and weight requirements

Each Literature for the Blind item must meet the size and weight specifications shown below.

Domestic Literature for the Blind

Requirement	Minimum	Maximum
Length	140 mm 5.5 inches	600 mm 23.6 inches
Width	90 mm 3.5 inches	600 mm 23.6 inches
Length + Girth ¹	Not applicable	900 mm 6.5 inches
Weight	Not applicable	7 kg

Requirement	Minimum	Maximum
		15.4 pounds

 $^{^{\}rm 1}$ Girth is the distance around your item: (width + thickness) x 2

U.S. and International Literature for the Blind

Requirement	Minimum	Maximum
Length	140 mm	600 mm
	5.5 inches	23.6 inches
Width	90 mm	600 mm
	3.5 inches	23.6 inches
Height	1 mm	600 mm
	0.039 inches	23.6 inches
Length + width + height	Not applicable	900 mm
		35.4 inches
Weight	Not applicable	7 kg
		15.4 pounds

5. Delivery standards

Delivery standards are estimates of how long it will take for the mail to be delivered from the point of deposit to the destination point. Delivery standards are governed by the service used. These delivery standards aren't guaranteed.

Delivery

We deliver Literature for the Blind domestically, as per the service used.

For U.S. and international destinations, delivery is done as per the service in the destination country.

6. Options

The options available for Literature for the Blind depend on the service to which they apply. Those options are available for an extra fee.

7. Format

You must prepare Literature for the Blind items for posting in a manner that will prevent damage to the contents or loss of the contents.

All items must be prepared to ensure the contents are sufficiently protected while allowing for quick and easy verification.

To use the Literature for the Blind service, you must add the appropriate label to the upper right-hand corner of the address side of the item. This is normally where you would place a stamp. There are different labels depending on whether you're mailing in Canada or abroad.

Domestic Literature for the Blind

Domestic Literature for the Blind items must bear either a label on the address side of the item in a form approved by Canada Post or the words "LITERATURE FOR PERSONS WHO ARE BLIND" ("DOCUMENTATION À L'USAGE DES AVEUGLES") in the upper right-hand corner on the address side of the item. The words must be applied by means of marking, printing, or labelling.

We must approve all other forms of labelling.

International Literature for the Blind

International Literature for the Blind items must bear either a label on the address side of the item in a form approved by Canada Post or the words "CÉCOGRAMMES" ("CÉCOGRAMMES [LITERATURE FOR PERSONS WHO ARE BLIND]") in the upper right-hand corner on the address side of the item. The words must be applied by means of marking, printing, or labelling.

We must approve all other forms of labelling.

International Literature for the Blind items must meet all applicable customs documentation requirements as described in the <u>International Letter-post Items</u> <u>Regulations</u>.

8. Addressing requirements

Literature for the Blind addresses must be legible, complete, and include the correct:

- · Postal code
- ZIP code (U.S. destinations)
- Name of the country (International destinations)

The address must also be in either English or French.



See our <u>Addressing guidelines</u> for more information.

9. Depositing

Deposit of Literature for the Blind is as per the service used.