

CIRCULAR RELATIVE TO SCIENTIFIC AND
LITERARY EXCHANGES.

The Smithsonian Institution, among its operations for the increase and diffusion of knowledge among men, organized, many years ago, a system of exchanges, for the purpose of more readily distributing its own publications and of receiving returns for its library; at the same time offering its services to other establishments requiring similar facilities. It has enlarged this system, continuously, until it has become of such magnitude as to require for its maintenance one-fourth of the entire income from the Smithsonian fund. The greater part of this increase is on account of the transmissions of the departments and bureaus of the United States Government. It is no longer possible for the Institution to meet these expenses, and a small charge will, hereafter, be made on all matter sent by and received for these public offices. For the present no such payment will be required of learned societies or individuals, unless their transmissions are of unusual magnitude, although the right to make a charge is reserved.

To facilitate the business connected with the system of the Smithsonian exchanges the following rules have been adopted:

1. Transmissions through the Smithsonian Institution for foreign countries to be confined exclusively to books, pamphlets, charts, and other printed matter, sent as DONATIONS or EXCHANGES, and not to include those procured by purchase. The Institution and its agents will not receive for any address apparatus and instruments, philosophical, medical, etc., (including microscopes,) whether purchased or presented; nor specimens of natural history, except where special permission from the Institution has been obtained.

2. The Departments or Bureaus of the United States Government to pay to the Smithsonian Institution five cents per pound on their packages, which includes all expense of boxing, shipping, and transportation.

3. A list of the addresses and a statement of contents of each

sending to be mailed to the Smithsonian Institution at or before the time of transmission.

4. Packages to be legibly addressed and to be endorsed with the name of the sender and their contents.

5. Packages to be enveloped in stout paper, and securely pasted or tied with strong twine—never sealed with wax.

6. No package to a single address to exceed one-half of one cubic foot in bulk.

7. To have no enclosures of letters.

8. To be delivered to the Smithsonian Institution or its agents free of expense.

9. To contain a blank acknowledgment, to be signed and returned by the party addressed.

10. Should *returns* be desired, the fact is to be explicitly stated on or in the package.

Unless these conditions are complied with, the parcels cannot be forwarded by the Institution.

SPENCER F. BAIRD,
Secretary Smithsonian Institution.

SMITHSONIAN INSTITUTION,
WASHINGTON, *January 1, 1879.*