

650. The hours during which private-box holders have access to their boxes are stated in the Guide. The box lobby should be lighted from dusk until the hour of closing. When kerosene-lamps in use in private-box lobbies in small offices wear out or shows signs of becoming dangerous they are to be replaced by candle-lamps. The Controller of Stores supplies candle-lamps.

651. When a private box is given up, the Postmaster must immediately demand the return of the keys; and every Postmaster will be held responsible that locks of unused boxes are in good repair and the keys in his possession.

652. It sometimes happens that private-box holders have extra keys made for their private boxes, or when giving up their boxes they do not return the number of keys supplied to them. There is thus a risk of the keys for a box being improperly used after it may have been let to another person. To guard against such a contingency it is desirable to change the locks whenever a private box is given up, and Postmasters should arrange accordingly, by simply transposing a lock from an unused box, or, in case of necessity, putting on a new lock and retaining the one removed for future use, as may be required. Locks required for private boxes are supplied by the Controller of Stores.

653. At all offices where there are private boxes, Postmasters must see that the insides of the boxes are dusted at least once a month.

654. Postmasters at all offices are directed to periodically examine private boxes to ascertain whether there has been any shrinkage of the wood, especially in the bottom row above the skirting-boards. In every case of shrinkage skirting-boards should be removed, and the recesses below examined.

655. Unlet private boxes must be effectively closed against "missorts." This may be neatly done by cutting a piece of cardboard a quarter of an inch longer than the inside vertical measurement of the box, making a small hole in the centre in which to insert the finger, and drawing the cardboard tightly against the back of the box.

656. Registered or unpaid correspondence, also parcels or any other articles which cannot be placed in a private box, must be notified to the boxholder by notice-card. If an article is not called for within four hours of notification, a second card must be placed in the box, or the article may be specially delivered if there be any doubt as to a card being placed in the box at the proper time. Postmasters should, however, use their own discretion in such contingencies, the main object being to prevent delay in delivery.

657. A form is provided (Acct. 212) for giving notice to private box and bag holders of fees due, and should be posted to them a week before the due date. If the amount is not paid within one month after due date, the box is to be closed or the bag discontinued.

658. But before closing a box or a bag against a Government Department, the Secretary, General Post Office, should be referred to. In cases in which a refund of subscription is authorized by the General Post Office, the amount refunded will be for an unbroken quarter, or a multiple of such.

659. Call-boxes are at the disposal of the holder only during the hours that the office is open to the public.

660. The Postmaster should collect the fees on private bags and call-boxes in the same manner as fees on private boxes are collected. No new private bag may be used until authorized by the Chief Postmaster, and until the fee has been paid in advance. If the office at which any private bag is made up is not a money-