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Memorandum to All Banders, May 1954

Seth H. Low

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MTAB

Memorandum to All Bird Banders

Dear Cooperator:

This is to remind you that our bird banding year ended on April 30th and your schedules for all the birds which you banded from May 1, 1953, thru April 30, 1954 are due in this office by June 30th. However, our staff will appreciate receiving your reports at your earliest convenience.

Before preparing and submitting your schedules and return cards, please consult the instructions in the new BANDER'S MANUAL which was distributed with our memo of September 16, 1953 (This supersedes the 1947 issue of the Manual for Bird Banders and issues of Bird Banding Notes). Particular attention is called to the first four paragraphs on page V-4.

We would like to have your schedules and return cards submitted all together in one package. If it is necessary to send them in more than one envelope or package; please mail all at the same time and please number each and show total number on each. Thus, if you send three envelopes, please label them as follows: #1 of 3; #2 of 3; and #3 of 3.

We and you are faced with a mailing problem to which no satisfactory solution has been found. Mail no longer may be sent under frank. As a partial substitute we have provided Business Reply envelopes (approx. 4"x9"). Please note the limitations on the use of these:

- a) They may be used only for First Class Mail.
- b) They may not be enlarged or pasted on packages as was done in the past with franks (DELETE paragraph #3 on page II-1 of your new BANDER'S MANUAL).

No packages can be sent to a government office on a collect basis. Thus, if you have more schedules and cards than will fit in one, at the most three (3), of the Business Reply envelopes; it appears that you will have to pay the necessary postage.

On the schedules which are now due for this past banding year, do not include any birds banded on or after May 1, 1954 or any banded prior to May 1, 1953. IF you find that you have overlooked the reporting of any bandings for a prior banding year; please submit separate schedules for these immediately and accompany them with a memo calling attention to the fact that they pertain to a prior banding year and explaining why they were not submitted at the proper time.

IF you have no bandings to report or if schedules have already been submitted for all bandings for the banding year, you are expected to so advise this office by postcard or memo. Cooperators who fail to report will be dropped from the active list. If no report is received for two years in a row, the permit will be revoked.

Sincerely yours,

May 1, 1954
Bird Banding Office
Patuxent Research Refuge
LAUREL, MARYLAND

Seth H. Low, Biologist
Distribution of Birds and Mammals
Branch of Wildlife Research

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26 July, 1954
negative.