



## Frequently Asked Questions to Global Medical Libraries (GML)

### **Q: What are the GML guidelines of accepted books?**

GML accepts dental, nursing, medical and public health educational resources. As long as the book contains current information and/or fundamental information which is valid today and/or visuals (no matter the publication date), it will certainly be a wonderful educational resource for GML recipients. The exception to this is Ghana, which is requesting books published in the last 2 years.

### **Q: Does GML accept medical publications and/or journals?**

Medical publications, including journals, must be published in the last 12 months. Please do not send those published more than one year ago. Not all GML recipients request this type of educational resource because they are text heavy. Please email Valerie at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org) to find out which recipients want them.

### **Q: Does GML accept educational CDs and DVDs?**

Please email Valerie at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org) to find out which of the current GML recipients are able to use educational CDs and DVDs.

### **Q: Does GML accept review books, medical dictionaries, atlases, and visual aids, such as charts and flash cards?**

Yes. All of the GML recipients will benefit from these educational materials.

### **Q: Does GML accept veterinary medicine textbooks?**

Please email Valerie at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org) to find out which of the current GML recipients are able to use veterinary medicine textbooks.

### **Q: How do I know who are the current GML recipients?**

Click on the *Where to Send the Books* button which is the third button below the Voice of America broadcast (YouTube video) on this website.

### **Q: Where do I find the mailing address for current GML recipients?**

Click on the *Where to Send the Books* button which is the third button below the Voice of America broadcast (YouTube video) on this website. The donor decides which academic institution(s) to send the books.

### **Q: How often is the GML Recipients list updated?**

The GML Recipients list available on the website is current. It's worth noting that the GML Recipients list does change, so it is recommended that donors check the website for the current list, instead of working off a list which is a couple weeks old.

### **Q: Are there special shipping instructions?**

Yes. Download the shipping instructions found by clicking the *Shipping Instructions* button, which is the fourth button below the Voice of America broadcast (YouTube video) on this website.

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**Q: Can I send the books using UPS?**

No. UPS is unable to deliver at the addresses used for GML recipients. All packages mailed using UPS will be returned to the sender.

**Q: Who pays the shipping costs?**

The donor absorbs the cost of shipping their educational resources, which are sent to the US Embassy in the host country via the USPS Media Mail rate, which is an economical rate because it is domestic rate. Refer to *Shipping Instructions* for complete details.

**Q: Are there GML drop-off locations?**

There are no drop-off locations.

**Q: I live in the Washington, DC area. Can I drop off my books at the US Embassy address?**

The US Embassy address used for GML shipments is a Diplomatic Pouch (DPO) address. It is NOT a physical location. Therefore, the books cannot be dropped off at the address.

**Q: Does each box require a US Custom form?**

Recently, the USPS has changed its policy. Currently, a US Customs form is NOT needed to send a box through the DPO. However, since the final destination is not in the US, a **Declaration Note is required inside each box**, declaring that the books are a gift, as well as other important information regarding the contents of the box. See *Shipping Instructions* for what needs to be included on the Declaration Note or use the Declaration Note template on the GML website.

**Q: Is there a template for the Declaration Note?**

Yes, there is a Declaration Note template in Word on the GML website. It is available by clicking the *Declaration Note Template* button under the *Shipping Instructions* button.

**Q: Will I be notified when my books arrive at their final destination?**

The point of contact at the US Embassy in the host country is generally good about letting GML know when a shipment arrives and who the donor is, along with their contact information, which is taken from the completed customs enclosed in each box. If so, you will receive an email from Valerie at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org)

**Q: Is GML a 501 c 3?**

GML is a grass-root project based in Southern California and volunteer run since 2007. It is not a federally recognized charity. It does not provide book donors with an in-kind tax-deductible receipt. It does not take cash donations.

**Q: I'm interested in organizing a GML drive at my academic institution.**

Awesome! Email Valerie at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org)

**Q: Who do I contact if I want more information?**

Valerie Walker, Founder, at [info@globalmedicallibraries.org](mailto:info@globalmedicallibraries.org)

**Q: I live in the United Kingdom. Can you recommend a similar organization?**

Yes. African Hospital Libraries (AHL) is a UK Registered Charity (#1170968). [www.africanhospitallibraries.org](http://www.africanhospitallibraries.org) It only accepts used books published within the past 10 years (unless they are anatomy etc.). It does not accept donations of journals. Please email AHL at [contactus@africanhospitallibraries.org](mailto:contactus@africanhospitallibraries.org) for specific guidance.