



## Shipping and Declaration Note Instructions (2 Pages of Instructions)

Other than the Ghana recipients, Global Medical Libraries (GML) donors send their donated educational materials to one of the following: Army Post Offices, Fleet Post Offices, Diplomatic Post Offices, and U.S. Possessions, Territories, and Freely Associated States.

**IMPORTANT: Please read through all the instructions below before boxing up the books.**

- Due to Diplomatic Pouch procedures, it is important that large shipments be spread out over time. Please do not send more than 4 boxes at a time. Shipments of 5 boxes or more from the same address to the same address on the same day may trigger rejection. If you could space shipments by 1-2 weeks, it would be best so not to overload the system.
- The Diplomatic Pouch has a strict enforcement of the 12-pound maximum per box. Boxes weighing more than 12 pounds will be returned.
- Boxes with any of these words on the outside cannot be used: fragile, glass, liquor, perishable
- Reinforce all sides of the box with ample clear mailing tape to keep box intact during transit
- Fill empty spaces in the box with newspaper; loose books move in transit and break the box
- For a large quantity of books, please divide the shipment so more than one recipient benefits your books
- Use separate “to” and “from” address shipping labels on the box
- Include the recipient’s nine-digit zip code on the address shipping label
- Place completed Declaration Note in the top/inside of the box. See below for Declaration Note instructions
- Seal top of box securely with clear mailing tape
- Write MEDIA MAIL in black marker somewhere on the top of the box
- **Only send through the US Postal System. Do NOT send through UPS.**
- It takes 4 weeks for the POC/recipient to receive the shipment
- Insurance is not necessary

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## Page 2 of Important Packing Information

On the outside of each box, write the recipient's address in the center of the box. Your return address should be written on the upper left-hand corner of the box. Shipping labels are recommended, but not required.

The box's final destination is not in the United States. As such, every box requires a Declaration Note in the inside of the box with the fields/information shown below. It should be visible when the box is opened. There is no official Declaration Note form. The book donor creates the Declaration Note. See the instructions below. For shipments with multiple boxes, the Declaration Note can be copied. Please make sure that the quantity and value are accurate for the box.

**The Declaration Note template is available on the GML website: Declaration Note Template button.**

### Declaration Note Required Information

**From:** Your name, mailing address and email address.

**To:** Use the complete address on the GML Recipients list.

**Detailed Description of Contents:** Write: Used medical textbooks for <insert name of institution>

**Qty:** Number of textbooks

**Value:** Just make your best estimate. It doesn't have to be exact and doesn't affect the price of the shipping.

**IMPORTANT! Write:** The books are a Gift.

**AES/ITN/Exemption:** Write: NOEEI 30.37 (a) **IMPORTANT-** Write the highlighted words and NOEEI 30.37 (a)

**Signature and Date:** Your signature and date

With the exception of the SEE/GML partnership for visual health books, book donors absorb shipping costs. **GML is unable to provide tax-donation receipts.**

**SEE/GML Partnership:** For those shipping ophthalmic, optometric, and other visual health related educational materials to developing countries, GML has partnered with SEE International to reimburse USPS Media Mail shipping costs. In 2020, SEE has budgeted \$1000 maximum for shipping reimbursements. *Once reimbursements exceed the allocated funds, shipping costs will then be the responsibility of the shipper.* To inquiry if there are currently available shipping reimbursement funds, email [info@seeintl.org](mailto:info@seeintl.org) or visit [www.seeintl.org/gml](http://www.seeintl.org/gml) The reimbursement request form is [here](#). The form has further instructions and SEE's mailing address. As long as funds are available, 2020 reimbursement requests must be received by SEE no later than December 1, 2020. If you plan on sending books after December 1, 2020, please email SEE to find out if the organization will reimburse donors in 2021.

**If you have any questions, please email Valerie at [info@GlobalMedicalLibraries.org](mailto:info@GlobalMedicalLibraries.org)**