



Frequently Asked Questions to Global Medical Libraries (GML)

Q: What are the GML guidelines of accepted books?

GML accepts all health sciences (dental, medical, nursing, PT and veterinary) 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.

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 to find out which recipients want them.

Q: Does GML accept educational CDs and DVDs?

Please email Valerie at 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?

Yes. GML is partnering with the University of Tennessee College of Veterinary Medicine. Visiting faculty selected for its Faculty Exchange Program represent home institutions in Ghana, Kenya, Uganda, Tanzania, and Ethiopia. For details, visit the *Donate Books* page on the website.

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

The current GML recipients can be downloaded from the *Donate Books* page on the website.

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

Mailing addresses are included in the GML Recipients pdf on *Donate Books* page of the 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. The shipping instructions can be downloaded from the *Donate Books* page on the website.

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.

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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 or the US address of the institution's point of contact, via the USPS Media Mail rate. It is an economical rate because it is domestic rate. Refer to *GML Shipping Information & Instructions* on the *Donate Books* page.

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 Information & Instructions* for what needs to be included on the Declaration Note or use the Declaration Note template on the *Donate Books* page.

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 as a Word document on the *Donate Books* page.

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

Donors, who include their email address on the Declaration Note, will receive an email from Valerie at info@globalmedicallibraries.org if the US Embassy in the host country notifies GML when it receives a shipment.

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

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

Valerie Walker, Founder, at 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 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 for specific guidance.