



Shipping and Declaration Note Instructions (1 Page of Instructions)

Currently all the Global Medical Libraries (GML) recipients have a point of contact based in the US. The individual or organization is absorbing the secondary costs to the institution.

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

- 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
- Use separate “to” and “from” address shipping labels on the box
- Place use the provided *Declaration Note*. See below for *Declaration Note* instructions.
- Place the completed and signed *Declaration Note* at the inside top of each box.
- Seal the box securely
- Write MEDIA MAIL in black marker somewhere on the sides and top of the box
- Only send through the US Postal System. Do NOT send through UPS.
- Insurance is not necessary

The *Declaration Note* template for each recipient is available on the GML website: Donate Books page.

***Declaration Note* Required Information**

From: Your name, mailing address, email address and phone number

To: Address the box(es) using the complete address on the *Declaration Note*

Qty: Number of textbooks

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

Signature and Date: Your signature and date

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. Visit www.seeintl.org/gml for details and instructions.

In 2023-2024, SEE has budgeted \$250 maximum for shipping reimbursements. *Once reimbursements exceed the allocated funds, shipping costs will then be the responsibility of the shipper.* To inquire if there are currently available shipping reimbursement funds, email info@seeintl.org. The reimbursement request form and the instructions are on www.seeintl.org/gml. This partnership will end on December 1, 2024.

If you have any questions, please email Valerie at info@GlobalMedicalLibraries.org