



Shipping and Declaration Note Instructions (2 Pages 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.

When sending books to the US Embassy in Bosnia or Burundi, please note the following additional MANDATORY instructions and restrictions:

- 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 to a specific US Embassy. Shipments of 5 boxes or more from the same address to the same address on the same day may trigger rejection. Please space shipments by 5-7 days so the DPO system doesn't get overloaded.
- The Diplomatic Pouch has a strict enforcement of the 20-pound maximum per box. Boxes weighing more than 20 pounds will be returned.
- Box size is another concern of the DPO. The maximum size is 10" x 12" x 10".
- Some post offices require a **PS Form 2976-A (July 2013) PSN 7530-01-000-9834**. Forms are available at the US Post Office branch, as well as on-line. There is no charge for the forms. It is best to check with your local UPSP branch before boxing up the books because information about the contents are required, such as the number of books and value.

GENERAL SHIPPING INSTRUCTIONS:

- 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

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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.

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