Welcome to Part 4 of the slide show, Using the Universal Catalog and GIL Express to locate and borrow books from University System of Georgia schools.
Questions about GIL Express - 1

Who may request and check out GIL Express books?

University System of Georgia faculty, staff and students currently taking classes may request items using GIL Express. Treat GIL Express items just as you would Hightower Library items. Please do not allow small children, cigarette smoke, pets, water, food near GIL Express items.

What types of materials may not be borrowed through GIL Express?

Each individual library decides whether to loan specific materials through GIL Express. Usually, libraries will not loan items in special collections, reference, electronic books, videos and recordings. Gordon State students, faculty and staff would have to go to the owning library to use those types of materials.

Where may I pick up and check out GIL Express books?

GIL Express books may be delivered to any University System of Georgia library that the patron chooses. The books are held at the circulation desk for check out.

How long are GIL Express books held at the circulation desk?

They are held for 10 days. If the patron does not pick the items up within 10 days, the items must be returned to the owning library.

What must I have to check out GIL Express books?

Your Gordon State College ID
Questions about GIL Express - 2

How long is a check out period for GIL Express books?
- Books may be checked out for four weeks and renewed twice for another four weeks. **Renewals must be requested online no later than the day before the GIL Express book is due.**

How may I renew GIL Express books?
- Only the patron may renew GIL Express items; the library cannot renew them. Use your GIL account in the GIL catalog to renew books online.

What happens if GIL Express books are overdue?
- Once a GIL Express book is overdue, it cannot be renewed and patrons are blocked from checking out materials from any library or from finding out their GALILEO password. According to GIL Express policy, the item must be returned to the owning library. The patron stays blocked until all overdue books are returned and discharged. See next screen for Lost books.

Is there an overdue fine for GIL Express books?
- No, but some libraries may charge a recall fee. There is also the replacement fee for damaged or lost books. See next screen.
Questions about GIL Express - 3

What happens if GIL Express books are lost?

If a GIL Express book is overdue for 28 days, it is automatically marked Lost – Library Applied. Patrons are blocked from checking out materials from any library or from finding out their GALILEO password. The patron remains blocked until the Lost-Library Applied book arrives and is processed by the owning library which may take several days or weeks.

Is there a replacement fee for books damaged or not returned/Lost?

There is a $35.00 processing fee plus the actual replacement cost as determined by the owning library for books that are damaged or not returned/lost. This is charged to the patron who borrowed the book.

Best Advice for GIL Express Books?

Renew the books the day before they are due and return them on their new due date.
I. If you are an **on campus student** looking for books by a specific author, title or on a specific subject always begin with your home library’s GIL-Find catalog and search as shown in Part 3. If after checking the GIL-Find catalog and finding little or nothing on a topic, go to the Universal Catalog, otherwise know as GIL Express. Start with Part A of this power point presentation and continue through to the end of part B.

II. If you are an **off-campus or online student** looking for books, begin with the Universal Catalog, also called GIL Express. Start with Part B of this power point presentation for information on how to search GIL Express.
Part A: If you are looking for a specific book title ...

1.) Begin with Hightower Library’s GIL-Find catalog by going to the Gordon State College webpage at [http://www.gordonstate.edu](http://www.gordonstate.edu). Click on My Gordon → Library Online Resources → GIL Catalog

OR

2.) Go to the homepage of the GIL Catalog at [http://gilfind.gordonstate.edu](http://gilfind.gordonstate.edu)
To find a book by a specific title always start with your home library’s GIL homepage and make sure it not available in your home library’s collection. Type the title enclosed in quotation marks in the box. Change All Fields to Title and click on Find.
If your home library does not have the book, the search screen will say that your search did not match any resources (titles). Click on **You can also redo this Search in the GIL-Find Universal Catalog** to see if another University System school has the book.
Another window will pop up showing a results list if the title is held by another library. Choose the correct record for the title you want and click on it.
Above the blue box listing which libraries have copies is a Please Log in to enable GIL Express Requests. Click on it to get to the Login page.
Fill in the information on the Login screen and click on Login.

*If you do not know your PIN, enter just your barcode and last name, then click Get My PIN to have it emailed to you.
The record for the book will reappear on the screen. Above the blue box listing which libraries have copies is **Place GIL-Express Request**. Click on it to get to the Place a Request page.
The Place a Request page looks like the one below. Change Pickup Library to show which library of the University System of Georgia you want to use as your pickup location. If you are an on campus student, you will want to use Gordon State College as the pickup location. Off-campus and Online Class students will want to use the easiest library to get to and pick up the book. Click on **Submit Request** to complete request. Once request is completed, click on **My Account** to check status of request.
When the profile page of your account appears complete with name, GALILEO password, etc. click on **Requests**. A list showing what you have requested will appear on the screen. You may also check your requests from your home GIL-Find Catalog. Click on **Check my Requests**, fill in the information and a list of items requested will appear on the screen.
Each item will have one of the following two messages:

1. **In Transit to [College’s name here]** – When you see this you know the item is on its way to the borrowing library of your choice. It usually takes 3-4 days in transit before the item arrives at the pickup library.
2. **Item not found** – This indicates that the item was not on the shelf. If the item is available at another library you will need to do another request for it.
Once the item arrives at the pickup library and the library staff processes the item, you will be notified that the item is available for pickup:

1. You may check the requests section of your account for the status of the item. The Requested item’s status will have changed from In Transit to [College’s name] to Available for pickup.
2. The system sends an email to your Gordon State College email address to say that the item is available at the circulation desk for checkout.
Once the item is available for pickup go to the specified library, give your Gordon State College ID to the staff at the circulation desk and tell them you have a GIL Express request. The item will be pulled and checked out for a four week period with the option to renew online.

**Please remember to stay aware of the due dates for items.**
Part B: Using GIL Express to find and request books.

1.) Begin with Hightower Library’s GIL-Find catalog by going to the Gordon State College webpage at http://www.gordonstate.edu. Click on My Gordon → Library Online Resources → GIL Catalog → GIL-Find → Universal Catalog

OR

2.) Go to the homepage of the GIL Catalog at http://gilfinduc.usg.edu
Homepage of the online catalog, GIL-FIND
Click on the Universal Catalog link shown below.
Homepage of the Universal Catalog, GIL Express
When searching the GIL Express catalog, first log in to My Account.
Fill in the information and click on Login. After the profile section of your account appears, click on Advanced Search.
Advanced Search

Keyword Search – Use this to find books on a subject.
Keyword Search 1 – The rule for most keyword searches is to type the search terms in separate boxes and leave All Fields set to All Fields. Always make sure Language is set to English so that your results are only in English, unless you read another language. When that is done click on Find. For example, to look for books on autism in children, 1. Type autism in one box and children in another box. 2. Set Language to English and 3. Click on Find.
Keyword Search 2 – The one exception to this rule applies when looking for information on a person. A person’s name should be in one box, by itself, as shown below. Add additional search terms in the other boxes such as biography if you’re looking for an account of a person’s life. If you’re looking for a discussion of a writer’s work add criticism in the second box. Set Language to English and click on Find to see the results list.
Below is the Results list from the search. Notice the Suggested Topics at the top of the screen. Click on one of these to narrow your results to a specific topic. When the Results list reappears, click on the title you want to request.
The record for the book will appear on the screen. The Place GIL-Express Request option is located above the blue box that lists the libraries that have copies of the book. Click on it to get to the Place a Request page.
The Place a Request page looks like the one below. Change Pickup Library to show which library of the University System of Georgia you want to use as your pickup location. If you are an on campus student, you will want to use Gordon State College as the pickup location. Off-Campus and Online Class students will want to use the most convenient library to pick up requested books. Click on Submit Request to complete the request. Once the request is completed, click on My Account to check status of the request just as shown in part A.
Clicking on an Open Library icon to the right of a book title allows you to access an online version of the book.
These Open Library books are available through the Internet Archive. Because the items are no longer copyrighted, the Internet Archive is able to provide access to the full text of the book at no charge.
Use the DjVu option to find the pages that contain information and then print copies of those pages.
Electronic books are not loaned through GIL Express. The best way for Gordon State students, faculty and staff to access electronic books is to go Hightower Library’s GIL-Find catalog (See part 3 – Using GIL Find to find books). To use electronic books available in other University System of Georgia libraries, the Gordon State student, faculty or staff must go to the owning library.
Advanced Search

Author or Title—Use these to find books by a specific author or title.
Author Search – Type the author’s name in the first box, last name then first name. Set All Fields to Author and Language to English so that your results are only in English. Click on Find. For example, to look for books by Ray Bradbury type Bradbury, Ray in the first box and set Language to English. Click on Find to see results list. Follow steps from before to request item.
**Title Search** – Type the title enclosed in quotation marks in the first box. Set All Fields to Title and Language to English so that your results are only in English. Click on **Find**. For example, to look for books titled The Perfect Poison type “The Perfect Poison” in the first box and set Language to English. Click on **Find** to see results list. Follow steps from before to request item. When you are completely finished with your searching, click on **Log Out** and exit the Universal Catalog.
When you are completely finished with searching the Universal Catalog, click on **Log Out** and exit the Universal Catalog.
Continue on to Part 5 of the slide show.