Using GIL Express to request books.
Questions about GIL Express

If Gordon does not own the item you are seeking, then we can request the item through GIL Express.

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 these items just as you would Hightower Library items and do not allow anything near them that might damage the materials such as small children, water, food, etc.

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

Each individual library decides whether to loan specific materials through GIL Express. Gordon State students, faculty and staff would have to go to the owning library to use special collections, reference, electronic books, videos and recordings.
Questions about GIL Express

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

How long is a check out period for GIL Express books?
All GIL Express material has a 28-day loan period for all patrons. Two online renewals are allowed unless the material has been recalled.

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

Are there recall fines?
If a University System of Georgia library chooses to charge recall fines for materials checked out through GIL Express the fines will be $2.50 a day for each recalled item. Recall fines apply to all patrons.
Questions about GIL Express

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 by the lending library.

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.
Questions about GIL Express

What happens if GIL Express books are LOST?

If a GIL Express book is overdue for 28 days, it is automatically marked LOST. Patrons are blocked from checking out materials from any library or from finding out their GALILEO password. The patron remains blocked until the LOST 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. This is charged to the patron who borrowed the book.

Returning GIL Express Material

GIL Express materials may be returned to any USG library. The material will be discharged at the time it is returned. All material should be returned by the due date or when it is recalled.
GIL and GIL Express for on campus, off-campus and online class students.

PART A
If you are an on campus student looking for books always begin with our GIL catalog as shown on the next slide.

PART B
If you are an off-campus or online student looking for books, start your search by selecting University System of Georgia on the GIL-Find home page drop down menu. Do this as well if the book is not owned by Gordon State College.
**Part A:** If you are looking for a specific book title ...

To find a book by a specific title go to the GIL Catalog at [http://gilfind.gordonstate.edu](http://gilfind.gordonstate.edu)

In order to place requests for items, you first need to log into your account. Click the Sign-in link at the top left.
To log in as a student click the “Gordon State Students & Faculty” link. You will need to have your Gordon username and password.
You will need to enter the user name printed on the back of your student ID card. Next, enter your password and click **LOGIN**.
To find a book by a specific title type the title enclosed in quotation marks into the box. Make sure you are searching **Gordon State College** then click on the magnifying glass.
If we do not have the book in our library, the search screen will say:

“No records found. Your search returned 0 results. Try …”
Part B: If the book is not owned by Gordon State College:

To see if another USG school has this book select “University System of Georgia” from the dropdown menu then click SEARCH.
Another screen shows your results. In this example, multiple versions of the title were found. To view these copies choose one and click on the title.

One copy is 1991 and one is 1992
A message will appear alerting you that **Your library does not own this item.** To request the item from another library click the **“Show Libraries”** link. The number in parenthesis indicates the number of institutions that own this title.
The screen will expand to show which libraries own the item and if it is currently available or checked out. If the item is currently on the shelf, GIL-find displays **Available**. To select a library click on **Available**.
When the next screen appears, click on Request.
A red asterisk indicates the required fields already filled out so you don’t have to change anything unless you want the request delivered to another USG library. By default the pickup library is the borrower’s home library.
To change the pickup location to another USG campus click on the arrow at the end of Deliver To: and select the institution from the drop down menu. Do the same thing with Pickup Location.
After verifying locations are correct, click the **Request** button.
A message will appear alerting you that your request has been placed, and that the **Requests ahead of you: 0**. This means that your request was successful and that there is no one else in line ahead of you waiting for this item.
To see all of the requests you have placed you need to view your library account. Click on your name in the top right of the page.
When this screen appears click on **My Requests** to see a list of USG colleges first then your requests from that USG college.
Click on the name of the USG college to see a list of items requested from Albany State University as shown below. If it says In Process, that means the other college is finding and processing the item to send. If the item says In Transit that means the item is on its way. If you no longer need the item or need to cancel this request you may click the Cancel link at the right. To see when you made the request click the title.
GIL Express for on campus, off-campus and online class students.

Once the item arrives at the pickup library and the library staff processes the item, you may:

1. 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. Check your Gordon State College email to see if the item is available at the circulation desk.

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.**