



GIL Express is an initiative whereby circulating books may be ordered directly from any University System of Georgia Library. The subject matter is not limited to research interests; hobby and pleasure reading are perfectly acceptable. In most cases materials are sent to and checked out from the patron's home library, but patrons may ask that their items be sent to any University System library for pickup. All faculty, staff, and students in good standing are eligible to use the service. Instructions on how to use GIL Express follow.

Instructions for Borrowing Books Through GIL Express

- 1) Access all the information about GIL Express at <http://gilexpress.usg.edu> including a map of USG libraries, FAQ's and a link to the Universal Catalog of Georgia - <https://giluc.usg.edu> Search for books - only circulating books may be ordered through GIL Express. Hint: Search may take a while. If it does not work, try another browser.
- 2) Click on the desired title to see a display of the item record and check its **Status** to determine if it is checked out, lost, or otherwise unavailable for loan. If it's available at one or more libraries, click on **GIL Express Request**.
- 3) Select your Home Institution from the drop-down menu, enter your Georgia Southern Eagle ID and PIN, enter your last name, and click on **Access My GIL Account**.
- 4) At the next screen, click on **OK** to choose **GIL Express Request**.
- 5) At the next screen, enter your Eagle ID in the requested field, choose a **Pick-Up Library**, and click on **Submit Request**.
- 6) You should see the message **Your GIL Express Request Was Successful**. The notification that the request was successful means that the request itself went through successfully, but does not guarantee the item will be sent. In most cases the book will be supplied, but on rare occasions it will not. To be sure the request was accepted, you may wish to click on **My Account** and review the information displayed.
- 7) Occasionally a request will fail. If the item is available at the patron's home library the request will fail; if the item is checked out, missing, etc, or otherwise not available for checkout; if the item is a reference book, archival item, or otherwise is not supposed to circulate; or if the borrower is blocked because he or she has overdue books, the request will fail.

Notification:

Check the progress of your requests through the **My Account** option available on either the Universal Catalog or the Henderson Library Catalog accessible via the Library's web page at <http://library.georgiasouthern.edu>. When **My Account** shows that the book has arrived at the library, ask for it at the Circulation Desk.

GIL Express Circulation:

All GIL Express books circulate for 28 days. They may be returned to any University System of Georgia (USG) Library. They may be renewed twice online if they are renewed before their due dates, but if they are allowed to become overdue even by one day, they cannot be renewed and **the patron is blocked from checking out, getting the GALILEO password, etc. at all University System of Georgia institutions, including his or her own, until the overdue books are returned!** Some participating libraries charge a recall fine, so if you are notified that your book has been recalled, bring it back quickly. You should also be aware that if you should lose a GIL Express book, you will be assessed a processing fee of \$35 in addition to the replacement fee.