Requesting books through GIL Express

1. Go to the GIL catalog at the following address:
   

2. Type in the title of the book you want to request in the box as shown below:

Do the search in our catalog first - Gordon State College. If we do not have the book in our collection, it will show other titles but not your title.

3. Change from Gordon State College to University System of Georgia and redo the search. If someone else has the book you should see the following:

Click on Get It.

4. Click on Sign-in for More Options unless you have already signed into your account.
5. Click on the top option:

Log in as:

Gordon State Students, Faculty, & Staff

Gordon State Community Borrowers

Cancel

6. Make sure the address in the box at top starts with either a https:// or a lock without a red line over it. If it does not have that type https:// at the beginning of the address and it should change. Once that is in place type in the User ID and password you use for D2L – which is the same two items used for Gordon State email when off campus and to login to the college network.

Login here:

User ID

Password

Login Cancel
7. Once the following screen appears click on More USG Libraries/GIL Express Request (4)

8. Choose your college or university and give it a couple of minutes to show the screen in step 9.

9. Click on Request.
10. Set Pickup Institution to Gordon State College and Pickup Library to Dorothy W. Hightower Collaborative Learning Center & Library, then click on Request.

![Request form with options set]

11. Once you have made your request click on My Account and then on the library from which you requested the item to see the following:

![Library account with requests section]

12. Click on Requests to see the status of your item as shown below.

![Requests list with status]

You can cancel the request if you do it soon after requesting the item and should receive an email about canceling the request. Once the item arrives and has been processed you should receive an email or you can check your account to see the status of the item.
Requesting books or journal articles through ILL

1. Go to the following link: [http://www.gordonstate.edu/library/services](http://www.gordonstate.edu/library/services) and click on Request Form under Interlibrary Loan.

2. When the form appears on the screen change keyword to ISBN, ISSN, Title or Title Phrase. Fill in the information and click on Search.
3. When record appears on the screen click on Request item through Interlibrary Loan link once it appears.

4. Fill in the information that has an asterisk and click on Submit. If it is a copy of an article, change Book/Media – Loan to Article, fill in all the information from before and type the article’s information in the Comments box. Click on Submit. The ILL librarian will take care of the request at that point.