


Requesting books through GIL Express

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

http://galileo-usg-gordon-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/search.do?vid=GORDON_V1

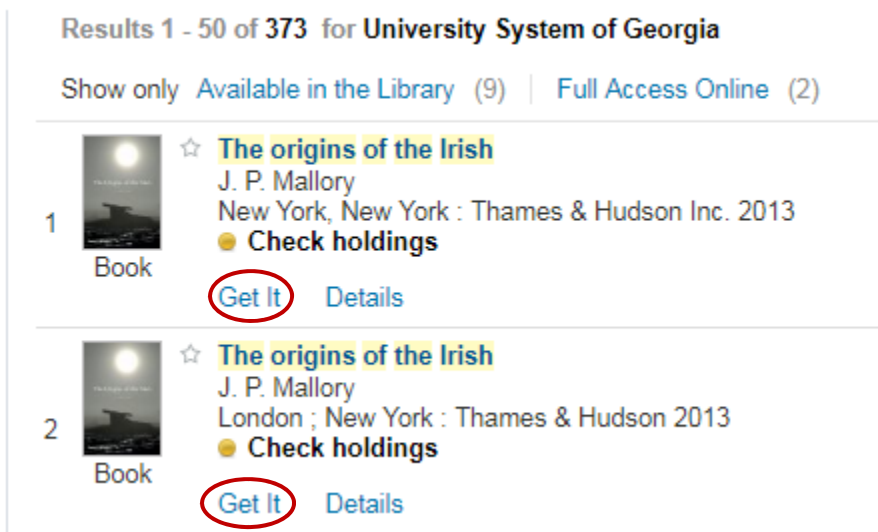
2. Type in the title of the book you want to request in the box as shown below:



The screenshot shows the GIL-Find search interface. The search bar contains the text "The Origins of the Irish". Below the search bar, there is a dropdown menu with "University System of Georgia" selected, and "Gordon State College" and "University System of Georgia" as options. The "SEARCH" button is visible. The interface also includes "Advanced Search" and "Browse Search" links.


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:



Results 1 - 50 of 373 for University System of Georgia

Show only Available in the Library (9) | Full Access Online (2)

1  ☆ **The origins of the Irish**
J. P. Mallory
New York, New York : Thames & Hudson Inc. 2013
● Check holdings
Get It Details

2  ☆ **The origins of the Irish**
J. P. Mallory
London ; New York : Thames & Hudson 2013
● Check holdings
Get It Details

Click on **Get It**.

4. Click on **Sign-in for More Options** unless you have already signed into your account.



 ☆ **The origins of the Irish**
J. P. Mallory
New York, New York : Thames & Hudson Inc. 2013
● Check holdings
Get It Details

Gordon State College More USG Libraries/GIL Express Request(4) **Sign-in for More Options**

Your library does not own this item.
To request this item from another library, click **Sign-in for More Options**.
Having problems? Contact your library.

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)

The origins of the Irish

J. P. Mallory

New York, New York : Thames & Hudson Inc. 2013

● **Check holdings**

Get It Details

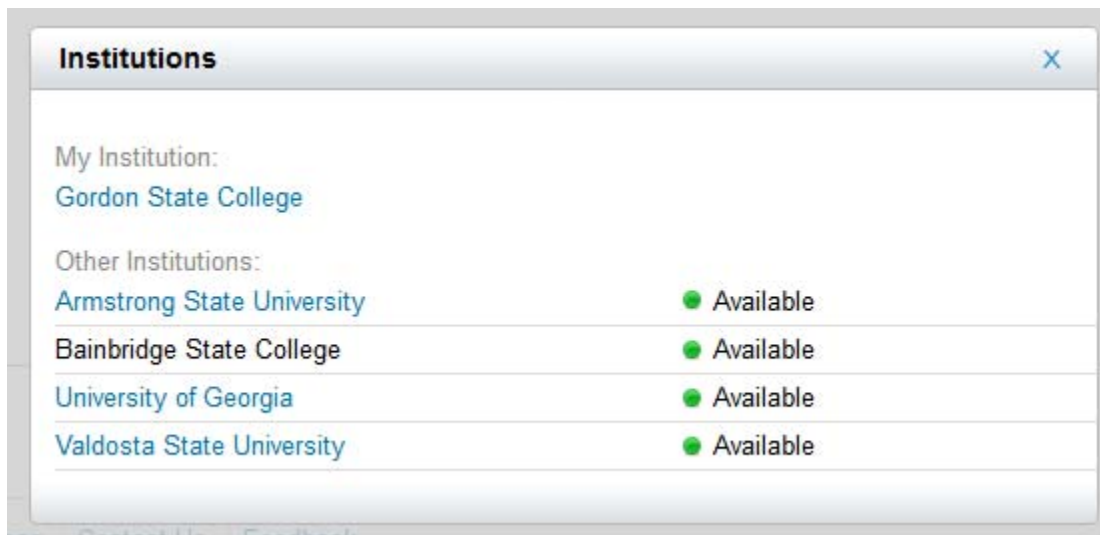
Gordon State College [More USG Libraries/GIL Express Request\(4\)](#)

Your library does not own this item.

There are no services available

Having problems? Contact your library.

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



The screenshot shows a dialog box titled "Institutions" with a close button (X) in the top right corner. It contains the following text:

My Institution:
[Gordon State College](#)

Other Institutions:

Armstrong State University	● Available
Bainbridge State College	● Available
University of Georgia	● Available
Valdosta State University	● Available

9. Click on **Request**.

The origins of the Irish

J. P. Mallory

New York, New York : Thames & Hudson Inc. 2013

● **Check holdings**

Get It Details

University of Georgia [More USG Libraries/GIL Express Request\(4\)](#)

Request Options: [Request](#) |

Location Main Library Main 4th floor DA910 .M25 2013

Availability: (1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

Barcode	Type	Policy	Description
32108054320463	Book	28 Days Loan (Gil Express)	

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

The origins of the Irish

J. P. Mallory

New York, New York : Thames & Hudson Inc. 2013

● **Check holdings**

Get It Details

University of Georgia [More USG Libraries/GIL Express Request\(4\)](#)

Details of title you requested:

Pickup Institution:*

Gordon State College

Pickup Library:*

Dorothy W. Hightower Collaborative Learning Center & Library

Not Needed After:

Comment:

Cancel

Request

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:

South Georgia State

College

University of Georgia

Loans 0

Requests (1)

Fine & Fees

Blocks & Messages

Personal Settings

Valdosta State University

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

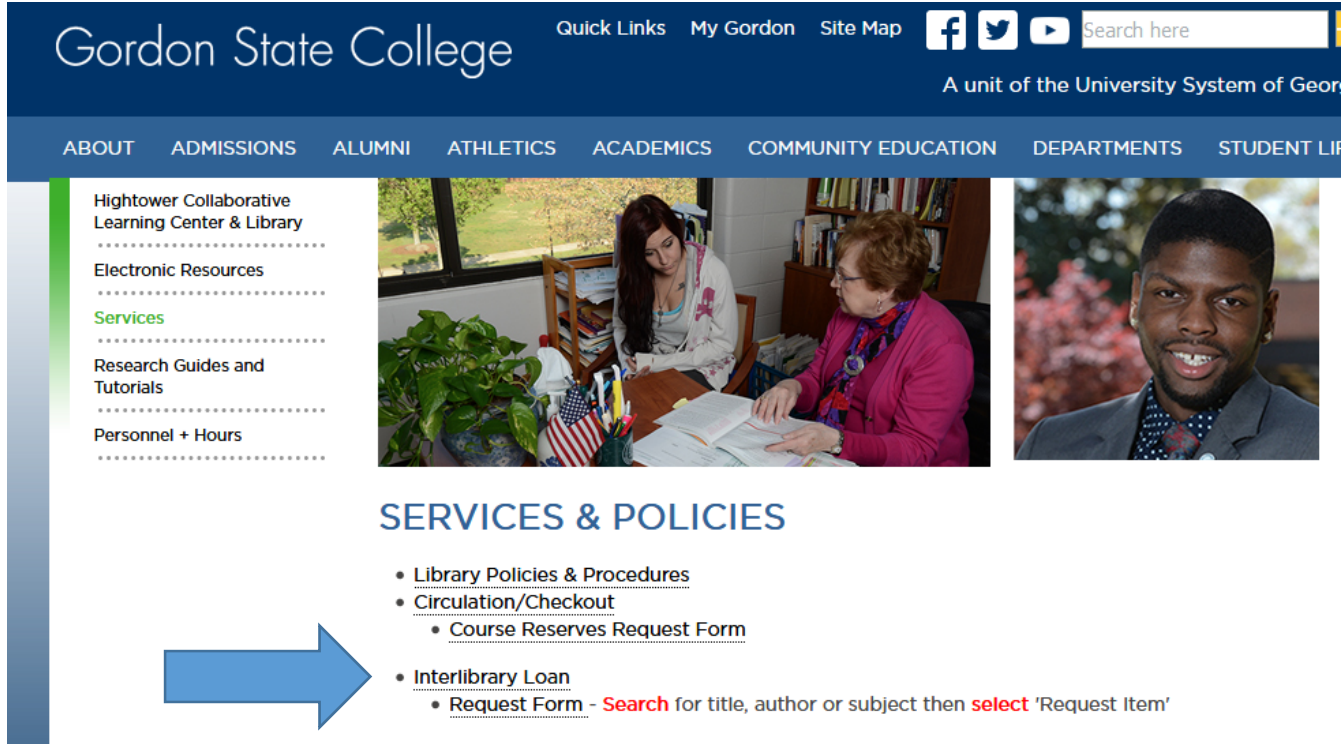
List of Requests

#	Type	Title	Author	Status	Pickup Location	Location	Actions
01	Hold	The origins of the Irish /	Mallory, J. P.	In Process			Cancel

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> and click on Request Form under Interlibrary Loan.



Gordon State College
Quick Links My Gordon Site Map Search here
A unit of the University System of Georgia

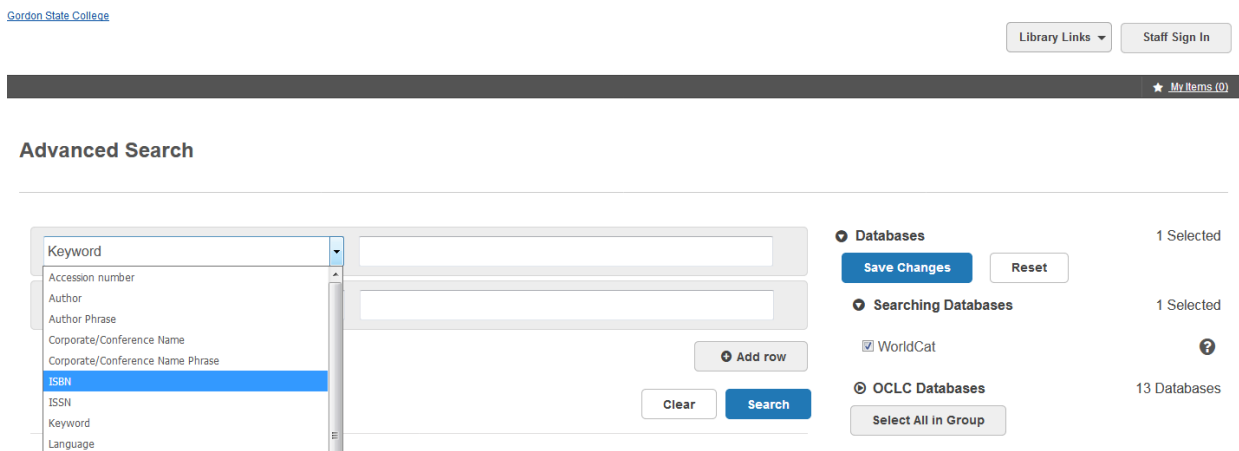
ABOUT ADMISSIONS ALUMNI ATHLETICS ACADEMICS COMMUNITY EDUCATION DEPARTMENTS STUDENT LIFE

Hightower Collaborative Learning Center & Library
Electronic Resources
Services
Research Guides and Tutorials
Personnel + Hours

SERVICES & POLICIES

- [Library Policies & Procedures](#)
- [Circulation/Checkout](#)
 - [Course Reserves Request Form](#)
- [Interlibrary Loan](#)
 - [Request Form](#) - Search for title, author or subject then select 'Request Item'

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**.



Gordon State College

Library Links Staff Sign In

★ My Items (0)

Advanced Search

Keyword
Accession number
Author
Author Phrase
Corporate/Conference Name
Corporate/Conference Name Phrase
ISBN
ISSN
Keyword
Language

Add row

Clear Search

Databases 1 Selected
Save Changes Reset

Searching Databases 1 Selected
 WorldCat ?

OCLC Databases 13 Databases
Select All in Group

3. When record appears on the screen click on Request item through Interlibrary Loan link once it appears.

The screenshot shows a search results page for the book "Evidence-based practice : an integrative approach to research, administration, and practice" by Heather R. Hall and Linda Rousse! (Editors). The page includes a search bar with the ID "bn:9781284098754", navigation links for "Library Links" and "Staff Sign In", and a "View Filters" button. The main content area displays the book's title, authors, and a "Request item through Interlibrary Loan" button, which is circled in red. Other visible elements include a "Cite" button, "Link", "Email", and "Save" options, as well as sections for "Description", "Editions & Formats", "Availability", and "Libraries Worldwide" (showing 52 libraries).

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.

The screenshot shows the Interlibrary Loan request form. It is divided into two main sections: "About my request" and "My address and contact information".

About my request:

- * Service Type:** A dropdown menu currently set to "Book/Media - Loan".
- * Needed before (yyyymmdd):** A date input field.
- * Amount Willing to Pay:** A text input field.
- Comments:(optional):** A large text area for providing details.
- * Status:** A dropdown menu currently set to "Faculty".

My address and contact information:

- * First Name:** A text input field.
- * Last Name:** A text input field.
- * Patron Id:** A text input field.
- * E-mail Address:** A text input field.
- Telephone:(optional):** A text input field.

At the bottom of the form, there is a legend: "* - Denotes required fields". A "Submit" button is located at the bottom left, and a "Send Feedback" button is at the bottom right. A "Document1 - Word" button is also visible.