

Using GIL Express

AASU faculty and students now have a new way to quickly obtain books not available at Lane Library! By using GIL Express, you can access the holdings of all libraries in the University System of Georgia through one catalog (<http://giluc.usg.edu>). Then, by filling out a simple online form you can request a particular book in a matter of seconds.

To borrow a book through GIL Express, start by searching the GIL Universal Catalog (<http://giluc.usg.edu>). Once you locate an item that you would like to borrow, click on "GIL Express Request" at the top of the page. Fill out the form and submit the request. Books ordered through GIL Express usually arrive in less than five days.

How to do it:

After you find an item in the Universal Catalog that you would like to borrow, you may make a GIL Express to request the item. Follow these easy steps:

1. Click on "**GIL Express Request**" at the top of the screen. You may notice that several libraries own the book you want. You can't choose which library will lend you the book. You must go through GIL Express.
2. Fill out the online form. Use the drop-down menu to select Armstrong Atlantic State University, then enter your SSN# and last name, and click on "**Logon**".
3. On the next screen, click "**OK**".
4. When you arrive at the GIL Express Request screen, again enter your SSN#.
5. Track your requests by going to "**My Account**" from AASU's GIL or from GIL Universal catalog.

What You Should Know:

When the items you ordered arrive, you will be notified through the e-mail address on record at the library, or you can simply check at the desk within 2-3 days of ordering.

GIL Express is only available for books. GIL Express items are loaned for 28 days with 2 renewals. To find out more about GIL Express, go to <http://gilexpress.usg.edu>.

There are no fines for overdue materials, although some participating institutions do have a fine for failing to return an item that has been recalled. However, if patrons allow any items to become overdue, they will lose all circulation and reserve privileges at all University System libraries, including their home libraries. Materials checked out by GIL Express may be returned to any other University System library.