How to Place a GIL Express Request

GIL Express is a service being offered at all libraries within the University System of Georgia (USG). The service is an innovative resource sharing initiative that allows currently enrolled students, faculty and staff access to all eligible circulation material at all USG libraries. If you are not a part of the University System of Georgia, see your local academic or public library for information on how to borrow books from any of the USG libraries.

2. Click “Guest” in top right corner.
3. Click “Sign In”
4. Select “ASU Students, Faculty & Staff”.

Search Tips:
- Use quotes to search for phrases: “Civil War”
- Use an * for wildcard searches: example: biochem* will return biochemistry and biochemical
- AND, OR and NOT can be used for boolean logic: example: (biomedical AND engineering) NOT nuclear
- Boolean operators (AND, OR, NOT) must be ALL CAPS

Access My Library Account:
- Renew books online
- Request from other University System of Georgia Libraries
- Check my requests

Where can I get help?
Ask a librarian how to start your search
5. Login with your ASU credentials (network ID and password).
   1. If you are unsure of your ASU credentials visit idlookup.asurams.edu and/or contact the ITS Helpdesk at 229-430-4909 for assistance.
   2. Do not include the @asurams.edu or @students.asurams.edu.

6. Once you login, your name should appear in the top right corner.
   1. If your name does not appear, please contact the ASU Libraries at 229-430-4799.

7. Enter your keyword, ISBN, author, etc. in the search box. Click the down arrow next to Albany State University and select “University System of Georgia”.

8. Locate the book you wish to borrow and select “Check Holdings”.
9. The detailed information on the book will open, and you will see all the libraries in the University System of Georgia that own the book.

10. Under “Get It”, select the library you wish to borrow the book from by selecting their name or click the arrow.

11. Verify that the book is available and loanable. Click “Request”.

(1 copy, 1 available, 0 requests)

022500144360 Book 28 Days Loan Item in place
12. The request box will appear. Select the correct Institution (Albany State University) and Campus (James Pendergrast Memorial Library or Harold B. Wetherbee Library) for pickup.

<table>
<thead>
<tr>
<th>Details of title you requested:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickup Institution: * Albany State University</td>
</tr>
<tr>
<td>Pickup Library: * James Pendergrast Memorial Library</td>
</tr>
<tr>
<td>Not Needed After:</td>
</tr>
<tr>
<td>Comment:</td>
</tr>
</tbody>
</table>

13. Click “Request”.

For questions or assistance, please call 229-430-4805 or 229-317-6766, email circulation@asurams.edu, or visit one of Circulation Desks at the ASU Libraries at Pendergrast Library – Radium Springs Campus (2nd floor) or Harold B. Wetherbee Library – Gillionville Campus (1st floor).

NEW! Visit https://www.asurams.edu/academic-affairs/library-home/ or libguides.asurams.edu to chat with a librarian.