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Requesting Books Using GIL Express

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Available at: https://works.bepress.com/sarah-kantor/9/
Requesting Books Using GIL Express
Request books from any University System of Georgia (USG) school using GIL Express and pick them up at any USG library you want!

1. Use our handout “Logging in to your Library Account” to log in to your library account. You can start searching for books after you log in.

2. Enter your keywords in the search box at the top of the screen. Search the entire USG catalog (formerly called the “Universal Catalog”) by selecting “University System of Georgia” from the drop-down menu.

3. The catalog will display a list of all the titles in all the USG libraries that match your search. Books that are available at one of the KSU Library locations will say "Available," and books that say "Check holdings" are located at multiple USG libraries.

4. Click on the title of the book to find out more about it. If you know it’s the book you want, look for another library that has it Available. All the USG schools that own the book are listed under "Get it from other institutions" in the Get It section.

5. Choose the library you want to request the book from, then click “Request.”

6. Fill in the form to request the book, making sure to fill in the boxes with the red asterisk. Select the USG school where you want to pick up your book. If the school has more than one library (like KSU does), you also need to select the location where you want to pick up the book.

** Remember that KSU has two libraries: Johnson Library is on the Marietta campus, and Sturgis Library is on the Kennesaw campus.

7. When you have successfully placed your request, you will get a message that says “Request placed. Place in queue is ___.” You will receive an email when your book is ready to be picked up. Bring your KSU ID to the Check Out Desk to get your book.

For more help:

** Kennesaw Campus
Checkout Desk: 470.578.6202
Research Help Desk: 470.578.6325
libanswers.kennesaw.edu

** Marietta Campus
Checkout Desk: 470.578.7276

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