1) After checking that Dalton State doesn’t have the book, change the drop down from Dalton State to University System of Georgia. Log in with the first part of your email address and your email password.

2) Find a book. Click on the Get It tab; then click on More Libraries

3) Select a library where the book is available

4) Click Request

5) Select a pickup location

6) Verify that the request was successful.

Monitor the statuses of your requests in My Account in GIL (gilfind.daltonstate.edu)

You should receive an email when the item is available for pickup or if the request is cancelled.

If cancelled, request the book from another library or contact the Roberts Library ILL department.

Reminder: Only books are eligible for GIL Express but not electronic books or non-circulating books. Items not available via GIL Express (e.g. articles or books outside the USG) must be requested via Interlibrary Loan.
FAQ for GIL Express (GE)

**Cancelled request** – if a library emails that they can’t send the book, try another library or send the request to the Interlibrary Loan Office – ill@daltonstate.edu – Office: Library 103

**Fees** – generally there aren’t any overdue fines, but a library may issue a recall on a book, and recall fees vary from $2.50 a day to a flat $35 fee. Fees and replacement costs for lost books must be paid to the libraries that own the books. The replacement cost will also include a $35 processing fee. At the end of the semester, overdue books will also block your Banner Account.

**Loan period** – generally 28 days plus two 28 day renewals. A Renewal is 28 days from the *date the renewal is requested* not from the due date. Patron requests renewals from “My Account” in GIL. Roberts Library staff can’t renew GE books.

**Pickup Library** – any USG Library can be specified as the pickup library. Also GE books can be returned to any USG Library. When the book is discharged, it will be removed from your account, but it may take overnight for blocks to clear.

**Wait time** – a book should arrive in about 4 business days - 2 days for processing the request and 2 days for shipping

**Walk Up GIL Express** – Take your Dalton State ID to any USG Library and check out books. Before visiting other libraries, check with the Roberts Library staff (706-272-4583) to verify your library account is in good standing. Student accounts expire at the end of each semester and are often not activated until after a week into a new semester.

**Reasons your request might not be successful:**

- The item is an **item type** or in a **location** that doesn’t circulate in GIL Express (Reference book, video, ebook, journal, or from a Special Collection like UGA’s Hargrett Rare Book Library)
- You have **fines or overdues** at any USG library. One overdue book will **block** your account at all USG libraries!
- The requested item is **checked out**
- You specified your home library as DSC, the pickup library as DSC, and the book from DSC—one location must be different
- Your library account is **expired**. Student accounts expire at the end of each semester and are not activated until after a week into the new semester.
- You are not a member of the USG. Only faculty, staff, and students are eligible to use GIL Express. Your public library provides interlibrary loan services and PINES for Georgia Public Library books. If you’re a distance learning student from another university, their distance learning librarian can assist you.
- Call 706-272-2474 or 706-272-4583 if you have any problems

**Item not available in GIL? – Need articles, etc.?**

To request articles and books not owned by USG libraries, visit or contact the Dalton State Roberts Library Interlibrary Loan Office

**706-272-2474**
**Library 103**
ill@daltonstate.edu
libguides.daltonstate.edu/interlibrary *(online request form and ILL information)*