GIL Express and Interlibrary Loan

What’s the difference?
2 types of GIL Express for DSC faculty, staff, & students

- **Walk up GIL Express** – use a photo ID at any University System of Georgia Library to check out books

- **Remote GIL Express** – request books from the GIL Universal Catalog and books are shipped to the USG library of your choice
**GIL Express**

- **“Patron initiated ILL” in the GIL Universal Catalog**
- Univ. System of Georgia circulating books only
- Materials sent to Roberts Library
- Patron picks up books at Circ Desk

**Interlibrary Loan**

- Patron sends request to Librarian / Librarian initiated in WorldCat
- U.S. libraries books, articles, etc.
- Materials sent to Roberts Library
- Patron picks up materials / articles are usually emailed to patron
GIL Express

- GE books can’t be placed on Reserve
- Can’t be renewed once they are overdue and your account is blocked
- Loan period is 28 days with 2 renewals – generally

Interlibrary Loan

- Books can be placed on Reserve if the lending library gives permission
- Can be renewed if the lending library chooses
- Lending library’s policies decide loan period and renewals
Interlibrary loan requests be sure to include your name!

- **ill@daltonstate.edu**

- Cut and paste citations into an **email**

- **Email** citations **directly** from GALILEO (be sure to include your name or notify me)

- **Webform** @ Library’s website. Click on *Services* & then *ILL*

- **Campus mail**

- **Highlight citations** on a bibliography, on a database printout, or on an amazon.com printout

- **Paper form** on the M: drive in the *Library* folder & available at the Circ Desk
Additional information

- http://gilexpress.usg.edu/faq.html
- http://www.daltonstate.edu/library/services/aboutILL.htm
- http://www.daltonstate.edu/library/services/gilexpress.htm
One Statewide Library
Access to the 12 million books owned by the University System of Georgia Libraries
GIL Express allows currently enrolled USG students and employees to request books from any USG library. Books will be delivered to the DSC Roberts Library usually within 5 days.
Reference books, books from special collections, and books from a few unique libraries like VSU’s Kings Bay Submarine Library can’t be requested through GIL Express.

Only books from circulating collections can be requested.
First, check DSC’s Library holdings at https://gil.daltonstate.edu

To borrow books through GIL Express, search the GIL Universal Catalog which has the holdings of all the USG Libraries. https://giluc.usg.edu
Best strategy: Do your search in DSC’s catalog and then select the GIL UC

Institution Name: Dalton State College
Search Request: Keyword Search = (native AND plants)[in Subject]
Search Results: Displaying 1 through 10 of 10 entries.

<table>
<thead>
<tr>
<th>#</th>
<th>Title Long</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1</td>
<td>Easy care native plants: a guide to selecting and using beautiful American flowers, shrubs, and trees in gardens and landscapes / Patricia A. Taylor</td>
<td>Taylor, Patricia A., 1938-</td>
</tr>
<tr>
<td></td>
<td>Library Location: CIRCULATING COLLECTION--2nd Floor</td>
<td>Call Number: SB439 .T32 1996</td>
</tr>
<tr>
<td>□ 2</td>
<td>Gardening with native plants of the South / Sally Wasowski with Andy Wasowski.</td>
<td>Wasowski, Sally, 1946-</td>
</tr>
<tr>
<td>□ 3</td>
<td>Georgia native plant guide / Tina M. Samuels</td>
<td>Samuels, Tina M.</td>
</tr>
</tbody>
</table>
Search the GIL UC
https://giluc.usg.edu

The Universal Catalog
- Do a keyword or exact search of the combined GIL Catalogs of the University System of Georgia.
- Do an expanded search of the academic, specialized, and public libraries in Georgia.

GIL - GALILEO Interconnected Libraries for the University System of Georgia, funded by the Governor and the General Assembly of Georgia for the Citizens of Georgia since 1995.

GIL Universal Catalog Quick Search
University System of Georgia (USG) Libraries and the State's Department of Archives & History

native plants
find all words
GO

Find out about GIL Express for requesting items through the UC.

Search the GIL Universal Catalog

Keyword Search
[various keyword search options and more...]

Exact Search
[title, author, subject headings and more...]

Access my GIL account to:
- Get USG GALILEO password
- Renew my GIL books online
- Check my GIL account requests
Once a desired title is located, click on GIL Express Request

GIL UNIVERSAL CATALOG - a project of the University System of Georgia

Institution Name: GIL Universal Catalog
Search Request: Keyword = +native +plants
Search Results: Displaying 190 of 299 entries

Title: Native plants for Georgia gardens / [prepared by John Gibson ... et al.].
Publisher: Athens, [Ga.] : Cooperative Extension Service, University of Georgia College of Agriculture, [1989]
Description: 55 p. : ill. ; 28 cm.
Subject(s): Native plant gardening --Georgia.
Native plants for cultivation --Georgia.
Landscape gardening --Georgia.
Landscape plants --Georgia.

Additional Info: No additional information available.

Augusta State University (USG)
Held at: Georgia Perimeter College (USG)
University of Georgia (USG)
-- a PIN is required --
fill in the form; then click on Get my PIN

REMEMBER: After accessing your account use the "Logoff My Account" button on the lower button bar to exit your account information record. Also, you can close this web browser to clear your Barcode Number and Last Name.

Any problems? Call the DSC Library Circulation Desk at (706)272-4583.

If you don't know your PIN, enter your Barcode or ID, and Last Name, and then click Get My PIN (below) to have it emailed:

Home Institution: Dalton State College
Barcode: ************
PIN (New!): 
Last Name: jones

Login to My Account  Reset
Get My PIN
PIN is sent to your email after you click on Get My PIN

https://gil.daltonstate.edu/getPIN.php

Your PIN has been sent to bjones@daltonstate.edu. Please use your browser's Back button to return to the Logon page.
PIN email is from Ex Libris
PIN in email message

Subject: GIL Logon Information
From: Ex Libris Group Web Owner <elgweb@gil4.gsu.edu>
Date: Tuesday, January 12, 2010 11:05 am
To: bjones@daltonstate.edu

Your PIN is 12345
Add your PIN and Click

REMINDER: After accessing your account use the "Logoff My Account" button on the lower button bar to exit your account information record. Also, you can close this web browser to clear your Barcode Number and Last Name.

Any problems? Call the DSC Library Circulation Desk at (706)272-4583.

If you don’t know your PIN, enter your Barcode or ID, and Last Name, and then click Get My PIN (below) to have it emailed:

Home Institution: Dalton State College
Barcode:
PIN (New!):
Last Name: jones

Login to My Account  Reset
Get My PIN
Change PIN at any time in your GIL Account

GALILEO Password: Click Request above

Personal Information

Barbara Jean Jones
Tunnel Hill, GA 30755
Primary: (706)270-

Preferences
Bookbag
Change PIN

Patron Blocks

No blocks
Change PIN yourself or stop by the Circ Desk

PINs must be 5 to 12 alphanumeric (letters or numbers) characters in length. No special characters. It is Not case sensitive.
NOTE: If you are using Internet Explorer, there is a bug in the system that will cause a delay in response (approx. 1 minute), but your PIN does get changed.

Current PIN:

New PIN:

Confirm PIN:

GO
Your PIN has been successfully changed.

PINs must be 5 to 12 alphanumeric (letters or numbers) characters in length. No special characters. It is Not case sensitive.

NOTE: If you are using Internet Explorer, there is a bug in the system that will cause a delay in response (approx. 1 minute), but your PIN does get changed.

Current PIN: 

New PIN: 

ConfirmPIN: 

GO
Select Dalton State, and enter your Barcode or Institutional ID, PIN, and your last name

For accessing My Account Information or to use GIL Express:

1. Secure transmission of information has been activated for your protection.
2. Select your Home Institution - where you are enrolled as a student or are employed.
3. Select the appropriate Access Number type:
   - Patron Barcode from Home Library.
   - Institution ID from Home Institution.
   - Social Security Number.
4. Enter your Access Number.
5. Enter your Last Name.
6. Click the Logon button to access My Account Information or to use GIL Express.

REMEMBER: After accessing your account use the "Logoff My Account" button on the upper button bar to exit My Account Information record. Also, you can close this web browser to clear your Access Number and Last Name.
Enter only the Barcode numbers
Omit any letters

Dalton State College
Student ID

BRANDON

omit the letters before and after the barcode number

A241030033063338B
On, the next screen, click OK
**GIL UNIVERSAL CATALOG** - a project of the University System of Georgia

### GIL Express Request

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Native plants for Georgia gardens / [prepared by John Gibson ... et al.].</td>
</tr>
<tr>
<td>Instructions</td>
<td>Please select an item. Be Sure to Select a 'Pick Up At' Location.</td>
</tr>
<tr>
<td>Lending Library</td>
<td>University of Georgia Libraries</td>
</tr>
<tr>
<td></td>
<td>32108025643282 1Sci S - 4th</td>
</tr>
<tr>
<td>Enter Your Patron Barcode from Home Library</td>
<td>**************</td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
<tr>
<td>Pick Up Library</td>
<td>Dalton State College</td>
</tr>
<tr>
<td>Pick Up At</td>
<td>CIRCULATION DESK</td>
</tr>
<tr>
<td>Not Needed After</td>
<td>30 Day(s)</td>
</tr>
</tbody>
</table>

[Submit Request] [Clear Form]
Important!!!

The “not needed after” days **CANCELS** the request after the number of days specified.

Changing the number of days **doesn’t** speed up the request and can prevent you from being able to check out a book when it arrives! Only change this number if you don’t want the book **at all** after a certain number of days. The request will automatically be cancelled after **10** days.
Verify that your request was successful.

Your GIL Express Request was successful.

To monitor the status of your GIL Express Request(s), please select My Account on a GIL Catalog and logon to your Home Library.
Reasons a request may not be successful

- All copies of the book are checked out
- The book is only held in non-circulating collections like reference, reserves, or special collections
- The item requested isn’t a book
- There is a problem with your library account
  - Fees, fines, and overdue books will block your account.
Expect to wait about 5 business days - 2 days processing time and 3 days in transit

When the book arrives at Roberts Library, email will be sent to your DSConncet email

Loan periods are generally for 28 days with a maximum of 2 renewals
Check your Library Account in GIL to follow the progress of your request

### Requests Pending

<table>
<thead>
<tr>
<th>Cancel?</th>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mysterious spirit, by Charles Bailey Bell. The Bell witch of Tennessee [by] Harriet Parks Miller. c. 1 Requested from Middle Georgia College Library</td>
<td>Not Filled : Not Found - 05-02-06 09:53</td>
</tr>
<tr>
<td></td>
<td>Native plants for Georgia gardens / [prepared by John Gibson ... et al.]. Requested from University of Georgia Libraries</td>
<td>Requested - 05-04-06 12:46</td>
</tr>
</tbody>
</table>

You have no fines or fees.
If your request isn’t filled, you can request the book again from a different USG library or contact the DSC Roberts Library Interlibrary Loan Dept.
GIL Express is a transaction between you and another library

- **You** are responsible for renewing GIL Express books **online**
- **Overdue books** can’t be renewed
- Any fines, recall fees, or lost book fees must be paid to the lending library
- **Recall fees** are generally **$35** per book
Use your GIL Account to renew GIL Express and DSC books, anytime

GALILEO Interconnected Libraries
Dalton State College
Derrell C. Roberts Library

GIL - GALILEO Interconnected Libraries for the University System of Georgia, funded by the Governor and the General Assembly for the Citizens of Georgia.

GIL Quick Search

GIL - search the library catalog
[find books, journals, videos, and more...]

Search course reserves
[find reserves by instructor or course number...]

Access my GIL account to:
- Get GALILEO password
- Renew books online
- Check my requests

Library Hours | New Titles at DSC | Other Libraries | Library Information | Help | GALILEO | Digital Library of Georgia | About GIL
Troubleshooting

- If your barcode number doesn’t work, try your Institutional ID number. (Your barcode number won’t be in the GIL Express system unless you’ve checked out materials at the DSC Library’s Circulation Desk.)
- Or your account may have expired due to overdue books or fines, or there may be a conflict with another account if you’ve been a student at another USG institution.
For help with problems requesting GIL Express books, contact the

DSC Library Circulation Desk at 706-272-4583

or your

DSC GIL Express representative at 706-272-2474 or ill@daltonstate.edu
Requests for journal articles, non-book items, and items not owned by any USG Library should be directed to DSC’s Interlibrary Loan Dept. Stop by the ILL Office, or send requests via email, campus mail, or webform.

http://www.daltonstate.edu/library/services/interlibloanform.htm

DSC Interlibrary Loan Office:
Library 103
706–272–2474
ill@daltonstate.edu
Only **DSC** faculty, staff, and students are eligible for Interlibrary Loan at **DSC** Community patrons should contact their public library for interlibrary loan services.
Contact Barbara Jones @

- 706-272-2474
- ill@daltonstate.edu
- Office: Library 103
Visit the Derrell C. Roberts Library for all your research needs