START at the library home page: https://library.columbusstate.edu/.

Select GIL-Find Catalog under the “Resources” tab.

After selecting GIL-Find catalog, your browser will display the following page:

Sign into your library account.
Please change selection from Columbus State University from the drop down menu to “University System of Georgia”.

Type the book title, author, or subject for which you are looking.

Find the book you wish to borrow from another University of Georgia library system and select the title.

Roughly in the middle of the screen, there is a statement that reads “GET IT”.

CONTINUE TO NEXT PAGE
Select a Georgia University library from the list by selecting the “>” at the right-hand side.

Get It

Click the View It/View Online tab for online access when available.

Services:
- Ask a Librarian
- Request from Interlibrary Loan if not available via Gil Express

Please contact Library Staff if you need additional assistance.

MORE USG LIBRARIES/GIL EXPRESS REQUEST

Georgia Gwinnett College
Available

Kennesaw State University
Available

Augusta University
Available

IMPORTANT: Wait for about a minute for this screen (below) to change to the Next Screen Shot.
Select Request.

Select (Change) Pickup Institution and Pickup Library. The default will be where the book originated from. You will want to change this to Columbus State University.
Next Choose which CSU Library where you want to pickup the book--Schwob Library (main campus) or Music Library (uptown campus).

Select Request at the bottom right of the screen.
Screen displays the following message:

MORE USG LIBRARIES/GIL EXPRESS REQUEST

BACK TO INSTITUTIONS

Request placed. Requests ahead of you: 0

Refresh Services List

Select “Back to Institutions” and screen will display something similar to what is shown below. Notice the book now reads “1 copy, 1 available, 1 request.” That request is you; so, you have successfully completed a GIL-Express loan request.

MORE USG LIBRARIES/GIL EXPRESS REQUEST

BACK TO INSTITUTIONS

REQUEST OPTIONS:  Request

Sturgis Library  Sturgis General Collection - 2nd Floor  HV8079.F7 G84 2011
(1 copy, 1 available, 1 request)