START at the library home page:  [https://library.columbusstate.edu/](https://library.columbusstate.edu/).

Select Search GIL-FIND.

After typing keywords and clicking Search, your browser will display the following page:

Log 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.

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)
```