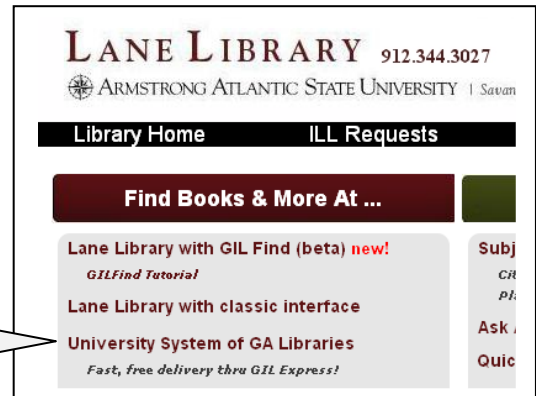


Using GIL Express

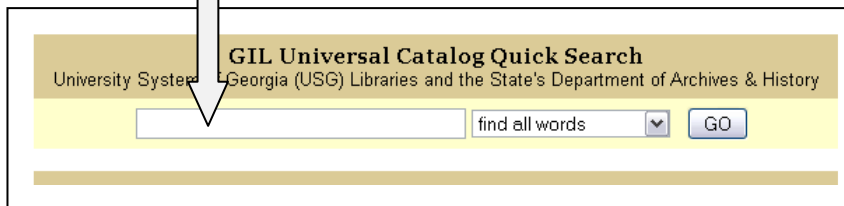
From Lane Library at www.library.armstrong.edu

This awesome system allows you access to the collections of all 35 of the University System of Georgia's Libraries, including UGA, GA State, GA Tech, and all the rest – FREE!

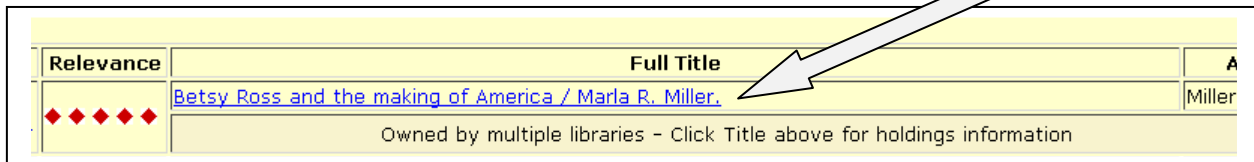
Follow the link for the University System Libraries Catalog



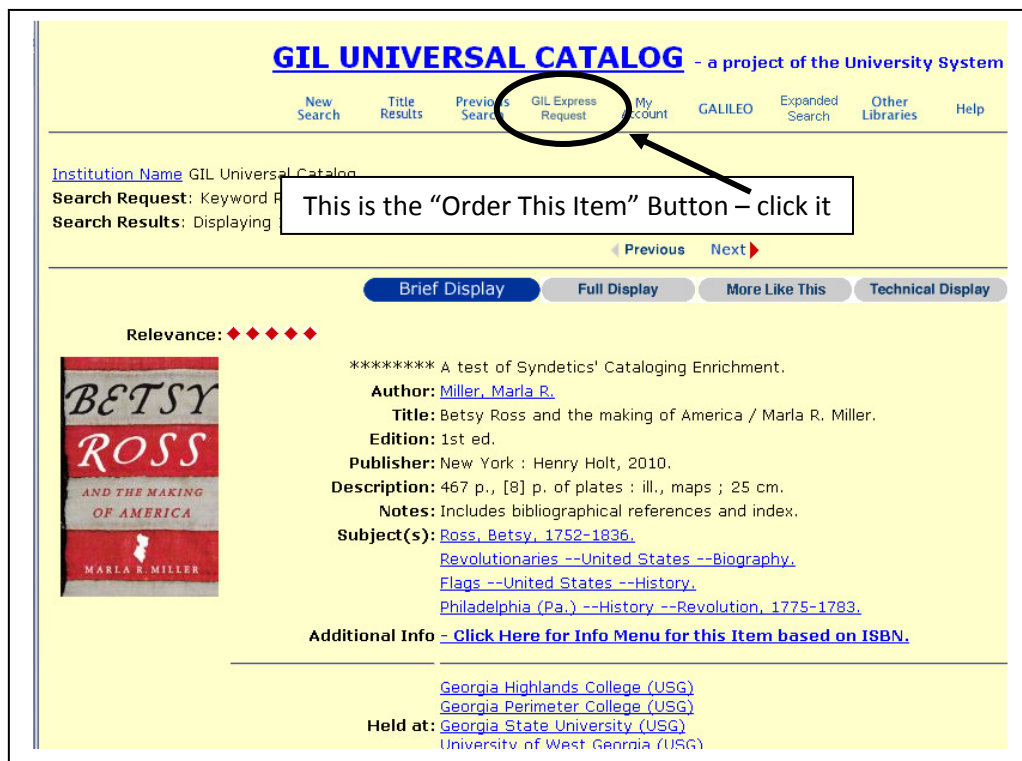
Enter your search – either a general topic or a specific title or author



At the results, once you have found an item that interests you, click on its title.



The item record appears next...



At the resulting screen, there's a lot going on:

The screenshot shows the GIL Universal Catalog login page. At the top, it says "GIL UNIVERSAL CATALOG - a project of the University System of Georgia". Below this are navigation links: "New Search", "Previous Search", "GIL Express Request", "My Account", "GALILEO", "Expanded Search", "Other Libraries", "Help", and "Exit".

The main heading is "For accessing My Account Information or to use GIL Express". Below this are instructions:

1. Select your home institution from the menu
2. Do you know your GIL PIN? It's not like any of your other pin numbers.
3. If yes: enter your 907..., then PIN, and last name in the boxes indicated and hit the "Logon to My Account" button.
4. If no: enter your 907..., then last name and hit the Get My PIN link. Your PIN will be e-mailed to you.
5. Then come back to this screen with it, fill in the fields, and hit the "Logon to My Account" button.

The form includes a dropdown menu for "Institution" with a list of colleges and universities. Below this are input fields for "Enter Your Patron Barcode/Library ID from Home Library", "PIN (New!)", and "Last Name". There are buttons for "Logon to My Account", "Reset", and "Get My PIN".

Callouts include:

- An arrow pointing to the "Institution" dropdown menu.
- An arrow pointing to the "Enter Your Patron Barcode/Library ID from Home Library" field with the text "Your 907... number goes here".
- The "Get My PIN" button is circled.

Almost done!

At the next screen, simply click on OK, at the final screen, simply enter your 907... number where it requests your "Patron Barcode/Library ID," then the Submit Request button. All done!

With GIL Express the patron gets all the power – but also the responsibility...

- You can track your requests by going to "My Account" from either the Lane catalog or the GIL Express catalog. This is the only place to find the status of your request.
- If the request fails, you need to re-submit it. Once the item arrives, you will get an e-mail telling you to come pick it up at the Circulation Desk.
- You may keep the book for 28 days, and renew it twice.

Remember, we're here to help!

refdesk@armstrong.edu

912.344.3026

Text / IM: 246246 lanelibtxtref in the body, then your question