

## Borrow from Other Libraries

- **Borrow books from other USG Libraries (through GIL Express Request):**

If the books you want are not available in the SGSC Libraries, search the University System of Georgia GilFind catalog:

1. Select the University System of Georgia in the drop down menu of the GilFind@SGSC search box, to search the title you want to borrow; if using Advanced Search, change the *Search Scope* to University System of Georgia.
2. Find the title of the book you want to borrow click on the **Get It** link.
3. Click on “**Sign-in for more options**”.
4. Choose SGSC Students, Enter your first part of your student email address for the User ID, and the password will be the same as your student email.
5. \*\*For SGSC Faculty and Staff to proceed, click on the Faculty and Staff button, the username and password will be the same credentials as you use to login to your computer or web email.
6. Click **Login** to proceed.
7. Click on **More Libraries** in the box to access the libraries that hold the material you seek to request.
8. Click on the name of the institution that has the material marked Available.
9. Click on **Request** next to Request Options in the box.
10. Use the drop down menus to choose the Material Type: Terms of Use: Pickup Institution: Pickup Library: Not Needed After: Comment
11. Choose South Georgia State College in the Pickup Institution drop down menu.
12. Choose Douglas Campus or Waycross Campus Library in the Pickup Library of your choice.
13. Click on the **Request** button to complete the request.

You can log back in to your My Account to check the status of your GIL Express requests; find out the due dates of your checked-out items, self-renew items, and access the GALILEO password. (You should renew items at least one day before their due date. Two renewals are allowed unless someone needs to use the items and has placed a hold on them.) Always click on “Sign Out” on the top right of the page to close your GIL-Find My Account.

- **Borrow books from non- USG Libraries (through Interlibrary Loan):**

1. Search in [WorldCat](#) to find the books you want to borrow from libraries worldwide.
2. Enter title, author, and other required information needed to complete the Interlibrary Loan request form and let us know exactly which book you want to borrow.
3. Also be sure to enter your contact information in the [Douglas Campus Book request form](#) or the [Waycross Campus Book request form](#) so that we can notify you when the books arrive.
4. Click on the **Submit** button at the bottom of the form.

Books usually take four-five business days to arrive from n Interlibrary Loan lender.

- **Borrow articles from non- USG Libraries (through Interlibrary Loan):**

1. If you cannot find the full-text articles you need in [GALILEO](#) or on the Internet, enter the title, author, and other required information to complete the Interlibrary Loan form.
2. Enter your contact information in the [Douglas Campus Article request form](#) or the [Waycross Campus Article request form](#) so that we can notify you when the articles arrive.

3. Click on the Submit button at the bottom of the form.

Douglas campus users may also contact Yolanda Crosby at [yolanda.crosby@sgsc.edu](mailto:yolanda.crosby@sgsc.edu) or 912-260-4335 to request books and/or articles through Interlibrary Loan.

Waycross campus users may also contact Janice Williams at [janice.williams@sgsc.edu](mailto:janice.williams@sgsc.edu) or 912-449-7515 to request books and/or articles through Interlibrary Loan.

Some institutions send digitized articles the same day the request was received. Other institutions still fax or snail-mail photocopied articles, which can take three or four days or longer.

Distance Learning students should provide a mailing address as well as email and phone contact information and allow additional time if the SGSC library does not own the material.