

## Borrow from Other Libraries

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

1. If the books you want are not available in the SGSC Libraries, search in the [Universal Catalog](#) to find the books you want to borrow.
2. Click on the title of the book you want to borrow to go to the record page of the book.
3. Scroll down the page and click on “[Please Log in to enable GIL Express Requests](#)”.
4. Enter the information required on the next screen, retrieve your PIN, and then log in to your My Account.
5. Click on “[Place GIL-Express Request](#)”.
6. Click on the “[Submit Request](#)” button.

You can log back in to your My Account 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 “Log 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 Interlibrary Loan 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 an 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 Interlibrary Loan 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.