

Borrow and Request Materials

GIL Express

GIL Express is an innovative resource-sharing initiative that allows students, faculty, and staff access to all eligible circulating books at all USG libraries. **GIL Express is only available for books.** Books requested through GIL Express are loaned out for 90 days. Patrons can request books in the GIL-Find catalog (a shared catalog of the USG libraries), pick them up, and return them to CSU Libraries or any other USG institution. This service is **always free**.

For more information on GIL Express, see [Instructions for Submitting a GIL Express Request](#).

For other types of resources, including books and articles that are not available through GIL Express, users must create requests through Interlibrary Loan (ILL). For more information on ILL, see [Instructions for Submitting an Interlibrary Loan Request](#).

Interlibrary Loan

Interlibrary Loan (ILL) is a system in which users can request items that are not available through CSU Libraries or GIL Express from other participating U.S. libraries. This service is available to students, faculty, and staff at CSU. ILL generally has no associated costs, however, if a user incurs a fee for an item, they will be contacted via email.

Before submitting ILL requests:

- Make sure your library account is free of fines and overdue materials.
- For books, check the [library catalog](#) to make sure the item you are requesting is not available in CSU libraries' collection or via GIL Express from another USG Library.
- For e-books, check [GALILEO eBook Databases](#) to make sure the item you are requesting is not available and accessible to you online.
- For articles, do an [E-Journal Search](#) first to see if full text is available via one of our databases.

For more information, see [Instructions for Submitting an Interlibrary Loan Request](#).

Request a Pick up or Delivery

Current CSU students, faculty and staff can request for items located in one library to be transferred to the other library for pickup.

Requested materials will be available within **three (3) working days** (unless the item cannot be found) and will be held at the Service Desk for pick up for **three (3) days**. You can check your GIL Account to see if the item is ready for pickup. Email notification will be sent to patrons when the item is available.

To Submit a Pick up or Delivery:

1. Login to your GIL-Find account before submitting your first request.
Select My Account on the top right of the [GIL-Find catalog](#) page.
Log in with your MyCSU information.
You will remain logged in until you click "Sign out" at the top of the screen or you close your web browser.
2. Once logged in, search the CSU GIL-Find Catalog for the desired item(s).
3. Once you find the catalog record for the item you want, click on the "Request" button under the "Get It" tab.
4. You will see a screen with information about the item you requested.
5. **Be sure to select the correct "Pick Up Location."**
6. Click on the "Request" button to submit the request.

7. You will receive a confirmation screen.

If you experience any difficulty requesting books online, please contact the library at 706-507-8670 for assistance.