

GIL User Group Meeting - May 12, 2026

Fulfillment Tips & Tricks

Revised 5.14.2026 post-GUGM based on additional topics discussed during live session and added content at the end of the slideshow

GIL Express Easy Pickup/Return Process

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GIL Express Easy Pickup/Return Process

1. The Core Issue

- GIL Express items arrive from multiple USG institutions, each with different barcode placement
- Staff often spend unnecessary time searching for the barcode
- This slows down both **pickup** and **returns**.

Key friction: inconsistent barcode placement across institutions.

GIL Express Easy Pickup/Return Process

2. Why This Matters

- GIL Express is a statewide resource-sharing service across all University System of Georgia libraries
- High volume + multi-campus borrowing means even small inefficiencies add up
- Students and faculty expect fast, predictable pickup and return experiences
- Streamlining the process improves the entire user experience

GIL Express Easy Pickup/Return Process

Clarification:

The request slip pictured is from a separate institution than the one attached to the book. The book was used for illustrative purposes only, as the book featured in the presentation had its barcode located inside the front cover.

3. The Solution: Resource Request Slip Letter

Requested For : Shipp, Janice



Resource Request Slip Letter

04/16/2026



Request ID: 8135831710002961



Item Barcode: 50704012521064

Requested For: Shipp, Janice

Plenitude : the new economics of true wealth / Juliet B. Schor.

Location: [University of West Georgia] - Second Floor

Destination: Asa H. Gordon Library

Request Type: Patron physical item request

Asa H. Gordon Library

GIL Express Easy Pickup/Return Process

4. Benefits for Patron Pickup

- Items on the hold shelf are clearly labeled with the patron's name
- The form immediately identifies the owning USG institution
- The barcode is ready for immediate scanning
- No searching, no guessing, no delays
- **Result:** Faster, smoother pickup with fewer questions

GIL Express Easy Pickup/Return Process

5. Benefits for Returns

- When items are returned, the form again immediately identifies the owning USG institution
- The barcode is ready for immediate scanning
- No searching, no guessing, no delays
- **Result:** Return processing becomes a single-step action.

GIL Express Easy Pickup/Return Process

6. Time Saved

- Eliminates time searching for barcode
- Scales dramatically with daily GIL Express volume
- Keeps everything flowing during peak periods
- Frees staff for higher-value patron support
- Small change → big operational impact

Questions?

Contact me at

shippj@savannahstate.edu

or

(912) 358-4339

Alma Fulfillment Configuration Utility

Ann Williams

Assistant Director of
Library Services

Middle Georgia State
University

Alma Fulfillment Configuration Utility

Fulfillment Configuration Utility

Cancel

Patron Identifier *



Item Barcode *



Loan

Request

Booking

Overdue and Lost Loan Profiles

Fulfillment Attributes

Fulfillment Unit Name -

Fulfillment Unit Rule -

Terms Of Use Name -

Due date if the item would be loaned now -

Return date



Calculate Overdue Fine

Terms of Use Policies



No records were found.

Alma Fulfillment Configuration Utility

Users ▾ All ▾

Alma Sandbox

Acquisitions

Resources

Fulfillment

Admin

Analytics

Show MDE

Configuration

Checkout/Checkin

- Manage Patron Services
- Return Items

Resource Requests

- Pick From Shelf
- Scan In Items
- Expired Hold Shelf
- Active Hold Shelf
- Deliver Digital Documents
- Monitor Requests & Item Processes

Course Reserves

- Courses
- Reading Lists
- Citations

Advanced Tools - Loans

- Fulfillment Configuration Utility**
- Offline Circulation

i Additional information

🔍 Ctrl+Alt+F to search

Alma Fulfillment Configuration Utility

- Easiest way to check due dates for particular items to specific patrons/patron groups (before checking out the item to that patron)
- Great way to double check if the changes that were made to a fulfillment unit rule/terms of use are being applied correctly for specific patrons/patron groups

Alma Fulfillment Configuration Utility

- Great way to double check if a request or booking fulfillment unit rule/terms of use have been set up according to the needs of the library
- Great way to double check if an overdue or lost loan profile notification schedule is set up according to the needs of the library

Questions?

Contact me at

ann.williams@mga.edu

or

478-934-3149

Enable Quick Printing in Alma

Please be sure your Alma location is set to a service desk/location that has circulation permissions connected.

Then check the box labeled “Enable Quick Printing”




Location



I am physically at:

Cochran Campus Library - Cochran Circ Desk ▾

Always show current location

Enable quick printing 

Enable Quick Printing in Alma

The Quick Print check box acts as a toggle so if you need to, you can disable the quick printing option and use other printing methods.

When the Quick Print is selected and active, your local printing options available from the browser you are using should appear in the popup menu when a notice is generated that has a printing option.

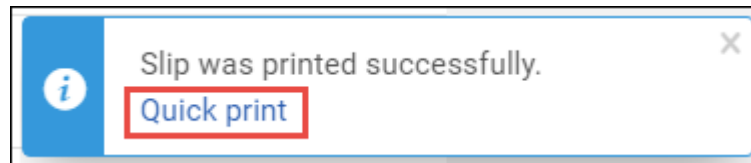
This will need to be done for each person with circulation desk operator and can not be applied in bulk.

Enable Quick Printing in Alma

Selective Quick Printing -from the Alma Knowledge Center help page:

[https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_\(English\)/050Administration/060Advanced_Tools/Printouts_Queue](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/050Administration/060Advanced_Tools/Printouts_Queue)

Even when the automated quick printing is not defined, it is possible for staff users to choose to quick print a printout, which is being sent to the printout queue. This is done by clicking on the Quick Print link that displays on the pop-up message.



Message Pop-up Window

Questions?

Contact me at

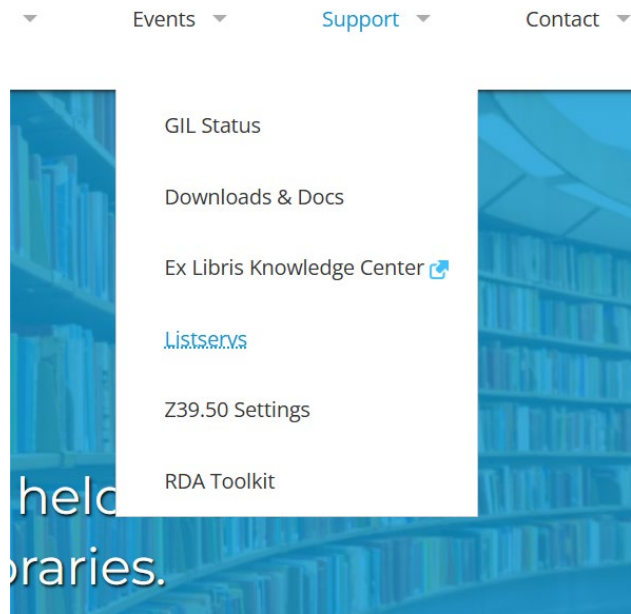
ann.williams@mga.edu

or

478-934-3149

Sign up for GIL Fulfillment listservs

- Visit <https://gil.usg.edu/>
- Select “Listservs” from the “Support” menu



Sign up for GIL Fulfillment listservs

To subscribe to one of the **open listservs**, click the *Subscribe* or *Unsubscribe* link shown, select your delivery options, then choose “Subscribe”.

You can also subscribe by sending an e-mail to: listserv@listserv.uga.edu with this message in the body:

subscribe *listserv-name first-name last-name*

Example: subscribe ga-g2all Gale Strong

G2FULFILLMENT

GIL Fulfillment Community
- for anyone interested in
the GIL Fulfillment
Community
Subscribe or
Unsubscribe: [G2FULFILL
MENT](#)

Sign up for GIL Fulfillment listservs

There are other listservs maintained by GIL Support that facilitate the communication among GIL Functional Committee members, and you can request to join these when you become a committee member.

Questions?

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478-934-3149

Thank you!

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