

# GIL EXPRESS

WHAT PATRONS

NEED TO KNOW

MAY 15, 2019

**JANICE SHIPP, LIBRARY ASSISTANT II - SERIALS & INTERLIBRARY LOAN**  
**PATRICK MORGAN, STUDENT SUCCESS & OUTREACH LIBRARIAN**

Asa H. Gordon Library

SERIOUSLY IMPRESSIVE



# What Patrons Need to Know

- GIL Express Exists
- Basic Information
  - Library account!!
  - Loan period
  - Loans are subject to recall
  - Two renewals are allowed
  - Do not remove GIL Express band
  - Responsible for lost/damaged books
  - GIL Express patron blocks
  - ILL office contact information

# Our Approach

- Outreach/Reference/IL Instruction
- Good news notice
- Friendly reminder
- GIL Express information slip
- Thank you email
- Overview of ILL Service @ SSU workshop

# Outreach Efforts

**INTERLIBRARY  
LOAN  
SERVICE**

3/29/2019  
4/19/2019  
6/14/2019  
WITH JANICE SHRY

11:00 AM- 11:45 AM

TOPICS WILL INCLUDE GIL  
EXPRESS, WORLDCAT AND MUCH  
MORE!

ASA H. GORDON LIBRARY  
ROOM 204

**SSU'S INTERLIBRARY LOAN SERVICE**

3/29/2019 7/19/2019  
4/19/2019 8/9/2019  
6/14/2019 9/13/2019

Library Room 204 @ 11:00-11:45am

## Outreach vectors:

- **SSU Digest**
- **Targeted emails**
- **Campus-wide flyers/Mobile librarian**
- **Word-of-mouth**
- **Social media (FB, Twitter, Insta)**



# GIL Express “Good News!” Notice

Good News! - Interlibrary Loan Office

IL

InterLibrary Loans  
Fri 5/17, 3:22 PM

Reply all

This message was sent with high importance.

Thank you for utilizing Asa H. Gordon Library's Interlibrary Loan (ILL) service. I received the five requests you submitted via ILL. Unfortunately, I am not able to process your request for the three titles below because they are available via GIL Express from libraries within the University System of Georgia.

1. "The evolution of everything : how new ideas emerge"
2. "Rise of the robots : technology and the threat of a jobless future" **\*\*\*PLEASE NOTE: This book is also available in full text at Ebook Central Academic Complete – GALILEO. You can view the Ebook here: <https://ebookcentral.proquest.com/lib/savannahstate/detail.action?docID=1948747>**  
**\*\*\*If you are off campus, you must log into your account to view.**
3. "Dealing with China : an insider unmasks the new economic superpower"

GIL Express allows current students, faculty, and staff to request materials directly from USG Libraries. To prevent delays, and speed up the process remember to check to see if Asa Gordon Library or another library within the University System of Georgia (USG) has the item you need before submitting an ILL request.

To request a book via GIL Express, follow the instructions below:

- 1) Go to GIL find@Savannah State University from this link: <<http://gil.savannahstate.edu>> and sign in to your library account.
- 2) Enter the title and click on the drop-down arrow next to "Savannah State University" and select "University System of Georgia," and click on the magnifying glass search icon.
- 3) When the title displays, scroll down and to the left of the screen, click on "Check availability from other USG libraries."
- 4) Under "MORE USG LIBRARIES/ GIL Express REQUEST" click on "Available" under one of the universities listed.
- 5) Wait for a few seconds. When "REQUEST OPTIONS: Request" display on the screen, click on "Request."
- 6) Details of the item you requested will display.
  - Make sure the default information states the title will be delivered to "Savannah State University," and pickup location is "Asa H. Gordon Library."
  - You may enter a "Not Needed After" date or leave it blank and add comments if you would like.
  - If you change your mind, click on "CANCEL" at the bottom left.
  - If you want to request the item, click on "REQUEST" at the bottom right.
- 7) The following confirmation message will display: "Request placed. Requests ahead of you: 0."
- 8) You will receive an email when the book is ready for pickup from Asa H. Gordon Library.
- 9) Remember to sign out after you request the item(s) you need.

**\*\*\*Books you request via GIL Express take about 3 to 5 days to arrive.**


Just a friendly reminder, ILL is a service that allows us to better serve your information needs by providing access to resources from other institutions across the U.S. when they are not available in Asa H. Gordon Library or USG libraries collections or any of our databases.

Please contact me with any questions, and I will be happy to assist you.

Sincerely,

Janice Shipp  
Library Assistant II - Serials and Interlibrary Loan  
Asa H Gordon Library  
Savannah State University  
Phone: 912.358.4339  
Email: [ill@savannahstate.edu](mailto:ill@savannahstate.edu)

Using **Students' Voices** To Improve The **Library** Experience




SAVANNAH  
STATE UNIVERSITY

Asa H. Gordon Library

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# GIL Express Friendly Reminder

 InterLibrary Loans  
Wed 4/10, 5:16 PM  
[Redacted]

Reply all

Sent Items

This message was sent with high importance.

Dear [Redacted]

The titles you requested via GIL Express, are ready for pick up at Savannah State University's Asa H. Gordon Library circ desk.

Title: Humanitarian aftershocks in Haiti / by Mark Schuller  
The book was placed on hold at the circulation desk on 04/03/2019.

Title: Shakespeare's Holinshed; the Chronicle and the plays compared / by W. G. Boswell-Stone  
The book was placed on hold at the circulation desk on 04/03/2019.


**Please be advised; we can only hold GIL Express books for ten (10) days. Both GIL Express books will be on hold for you until 04/13/2019, at which time they will be returned to the lending library if not picked up.**

For assistance please contact the ILL office.

Sincerely,  
Janice S.

Janice Shipp  
Library Assistant II - Interlibrary Loan  
Asa H Gordon Library  
Savannah State University  
Phone: 912.358.4339  
Email: ill@savannahstate.edu

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# GIL Express Information Slip

## GIL EXPRESS LOAN

### PLEASE NOTE THE FOLLOWING:

- All GIL Express loans have a 28-day loan period.
- Do not remove the GIL Express bookstrap from the book.
- Overdue GIL Express loans are subject to recall.
  - If a USG library chooses to charge recall fines for GIL Express materials, the fines will be \$2.50 per day for each recalled item.
  - If the lending library charges an overdue recall fine, the fine will be added to the patron's library account.
- Two renewals are allowed as long as the patron remains eligible and the item is not recalled.
  - Each renewal is also for 28 days.
- Patron assumes responsibility if a GIL Express book is lost or damaged.
  - The patron will be invoiced the price to replace, plus a processing fee of \$35.
  - The total replacement cost for lost or damaged items will be added to the patron's library account.
  - A block will be placed on the patron's library and Banner accounts.
  - Grades, transcripts, etc., may not be released until GIL Express book is returned or replacement fee is paid.


Contact Asa H. Gordon's ILL office if you have questions about your loan @ 912-358-4339 or [ill@savannahstate.edu](mailto:ill@savannahstate.edu).

Asa H. Gordon Library

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# GIL Express Thank You

 InterLibrary Loans  
Wed 4/3, 10:24 AM  
[Redacted]

Reply all | ▾

This message was sent with high importance.

Dear [Redacted]

Thank you for picking up the book you requested via GIL Express, a resource sharing service offered at all libraries within the University System of Georgia (USG).

Title: What gender is motherhood? : changing Yoruba ideals of power, procreation, and identity in the age of modernity /  
**Due Date: April 29, 2019**

**Please note the following:**

- GIL Express has a 28-day loan period for all patrons.
- Do not remove the GIL Express bookstrap from the book.
- All overdue loans are subject to recall.
  - If a USG library chooses to charge recall fines for GIL Express materials, the fines will be \$2.50 per day for each recalled item.
  - If the lending library charges an overdue recall fine, the fine will be added to the patron's library account.
- Two renewals are allowed.
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  - Grades, transcripts, etc., may not be released until GIL Express book is returned or replacement fee is paid.

**The Asa H. Gordon Library hours for Spring Semester 2019 are:**


- Monday - Thursday 8:00 a.m. - 10:00 p.m.
- Friday - 8:00 a.m. - 5:00 p.m.
- Saturday - Closed
- Sunday - 2:00 p.m. - 10:00 p.m.

Please contact me if you have questions and I will be happy to assist you.

Sincerely,  
Janice S.

Janice Shipp  
Library Assistant II - Interlibrary Loan  
Asa H Gordon Library  
Savannah State University  
Phone: 912.358.4339  
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# Overview of SSU's ILL Service Workshop

- Savannah State University's ILL Services
  - ILL Borrowing
  - ILL Lending
  - GIL Express
    - Hands on training session
      - Attendees submit a request



<https://pixabay.com/illustrations/group-discussion-human-personal-1962592/>



# QUESTIONS

# THANK YOU!

## ASA H. GORDON LIBRARY ILL

Email: [ill@savannahstate.edu](mailto:ill@savannahstate.edu)

**Janice Shipp**

[shippj@savannahstate.edu](mailto:shippj@savannahstate.edu)

Phone: 912.358.4339

**Patrick Morgan**

[morganp@savannahstate.edu](mailto:morganp@savannahstate.edu)

Phone: 912.358.4332



<https://www.savannahstate.edu/places/images/asa-h-gordon-library.jpg>

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