GIL Express Policy
Policy Owner: University Libraries

POLICY STATEMENT
GALILEO Interconnected Libraries (GIL) Express service allows current Augusta University (AU) faculty, staff, and students to borrow circulating books from other University System of Georgia (USG) libraries at no charge.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within the Enterprise that are affected by this policy:
☒ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☒ Vendors/Contractors ☒ Visitors
☐ Other: Include any other stakeholders not listed above.

DEFINITIONS
GIL-Find USG Catalog: A unified database containing the holdings from all of the USG libraries.
Online GIL Express: A system for patrons to request books from other USG libraries through the online catalog.
Walk-Up GIL Express: The process by which a USG patron visits any other USG library and presents a valid institution ID to check out circulating books.
Holding Library: The library where the book is owned.

PROCESS & PROCEDURES
AU GIL-Find Catalog: http://gilfind.augusta.edu/

Eligibility
All currently enrolled students and currently employed faculty and staff who are in good standing at their institution are eligible to use GIL Express. Emeritus faculty are eligible to participate in GIL Express.

Scope
Printed books (monographs) that are normally lent for the standard loan period at the holding library are available to be borrowed through GIL Express.
Exceptions
To include, but not limited to:
Reserve materials
Reference materials
Materials housed in any Special Collection
Bound journals
Journal articles
Other material that does not circulate without special permission
Material that the holding library designates as not eligible for GIL Express loans

GIL Express: [http://gil.usg.edu/gil_express/information/general-information/](http://gil.usg.edu/gil_express/information/general-information/)

Procedure
Use the AU online library catalog to place a request on an eligible item. Include your barcode, name, and pickup library. Books can be picked up at any USG library and can be returned to any USG library.

Items will be delivered to the pickup library for retrieval.

Items are held for 28 days on the holding shelf before being returned to the holding library if not picked up.

REFERENCES & SUPPORTING DOCUMENTS
N/A

RELATED POLICIES
N/A

AUTHORIZING SIGNATURE

Executive Vice President for Academic Affairs and Provost, Augusta University
Date:  9/26/2018

President, Augusta University and CEO, AU Health System  Date: 9/28/2018