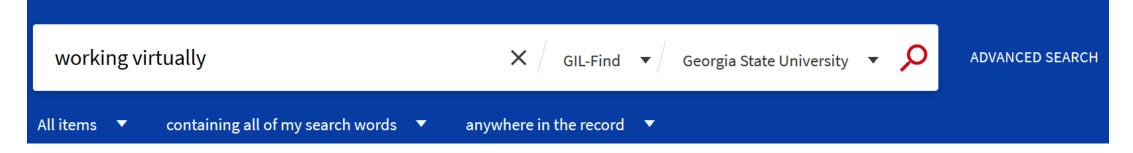
How to Request Books for Express Pickup Service

Select Library Catalog from the Shortcuts menu on the homepage or bookmark http://gilfind.gsu.edu/



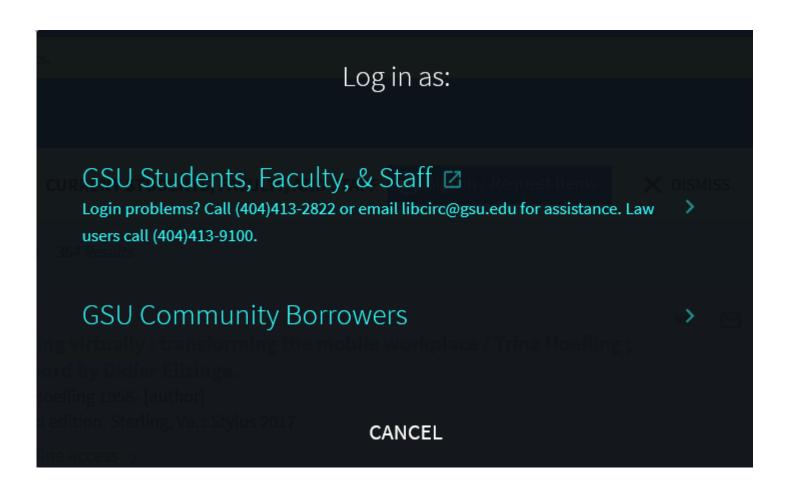
Search by keyword, title, or author



At the top of the results display, choose **Sign in / Request Items**

CURRENT STUDENTS, FACULTY, AND STAFF Sign in / Request Items Sign in / Request Items

Select GSU Students, Faculty, & Staff



Enter your CampusID Username and Password



Please log In.

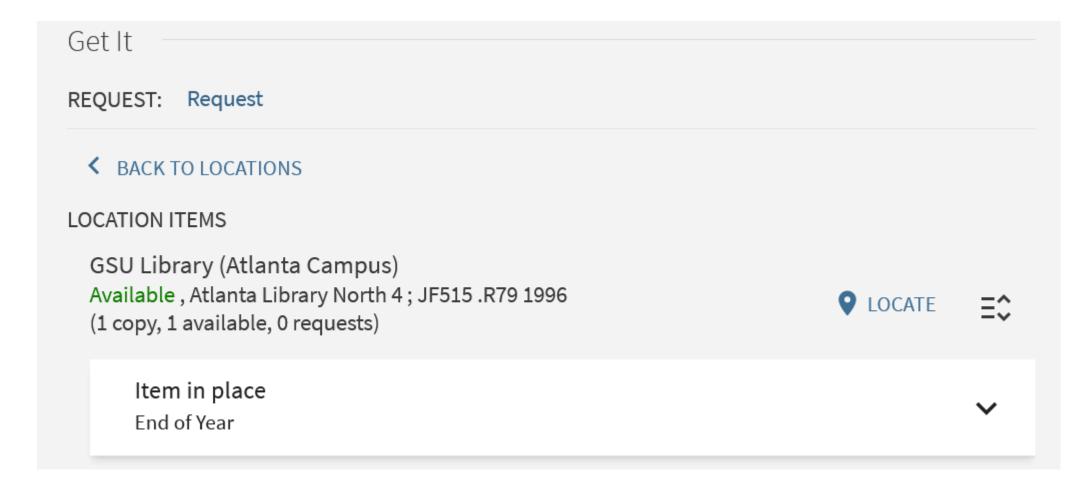
By logging into this system, you agree to comply with university policies.

When finished, log out and close your browser to end your session.

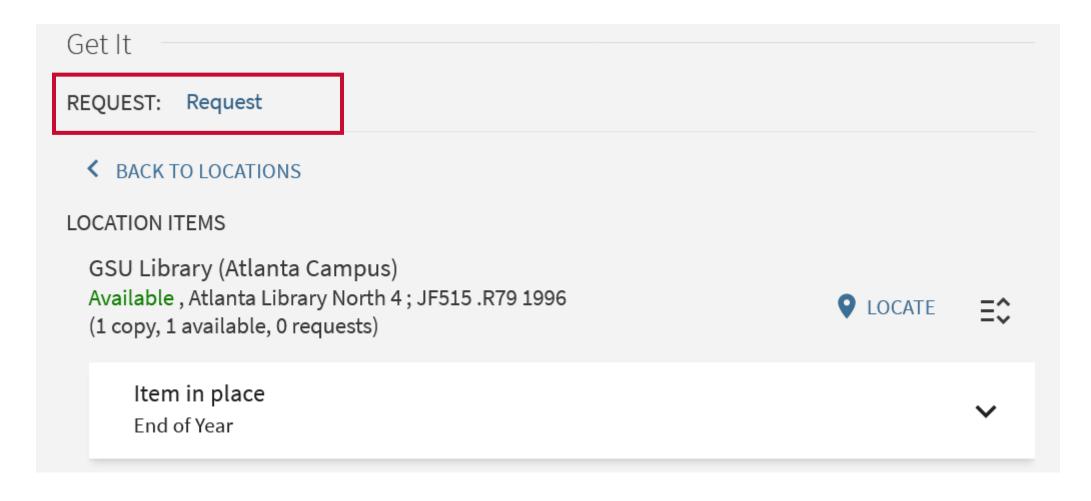
CampusID Username	I forgot
Password	I forgot
Login	

Don't know Your CampusID or password?

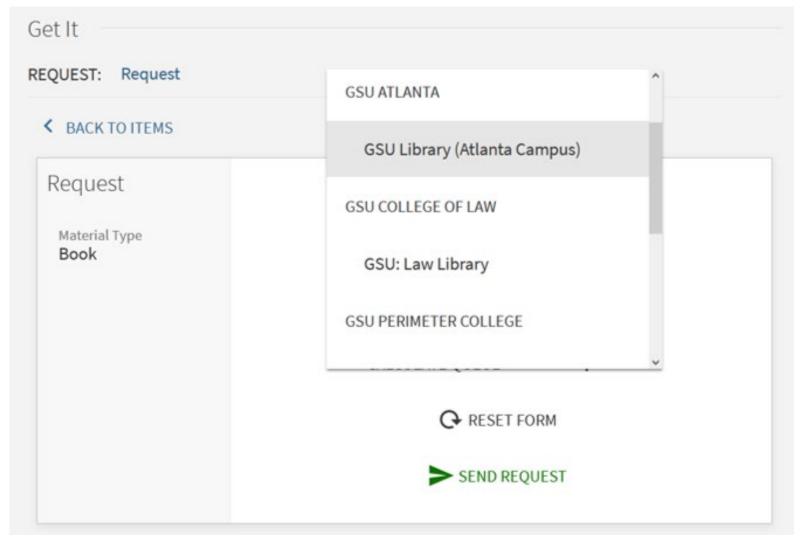
For the print copy you want to borrow, select the title from the results list to open the full record view. Scroll down to the **Get It** section.



For a title with one copy, confirm the status is Item in place. Select Request under the Get It heading.



Select **GSU Library (Atlanta Campus)** as the Pickup Location. When ready select **Send Request** to submit.



You will receive a confirmation page that your request was placed. You can also check the status of your request from your **My Library Account** found at the top right corner of any Catalog page.



My Loans

My Requests

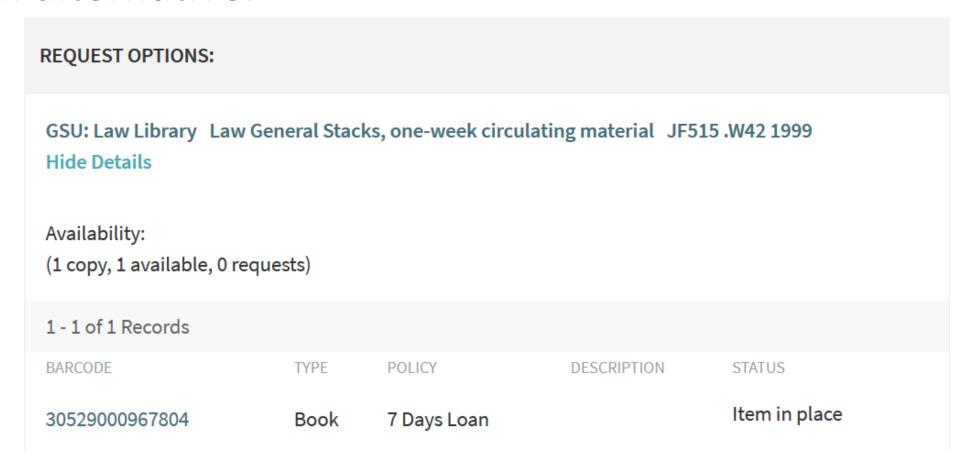
Some titles may have more than one copy. Under the Request Options heading select a copy that is available. In this example, you would select Newton because the Atlanta copy is not available.

```
REQUEST OPTIONS:

GSU Library (Newton Campus) Newton Book PS3511.A86 A85 2010
(1 copy, 1 available, 0 requests)

Atlanta Library North 3 PS3511.A86 A85 2010
(1 copy, 0 available, 0 requests)
```

Some titles are not eligible for requesting. Request does not display after Request Options. Use Interlibrary Loan as an alternative.



Schedule your Express Pickup Service appointment https://lib.gsu.edu/express-pickup

Questions? Chat with us https://lib.gsu.edu or email libcirc@gsu.edu