



Center for Writing and Speaking

E | NO. 17 IN THE CENTER FOR WRITING AND SPEAKING HANDOUT SERIES

Course Material Checklist

The Center for Writing and Speaking and the Agnes Scott College Library want to make the process of finding course materials as easy as possible for students. Below, you will find a list of steps that you can follow to determine whether the college has access to books, articles and films for your course. If you have any questions, please do not hesitate to reach out to the Center for Writing and Speaking at cws@agnesscott.edu, your ENG 110/LDR 101 course tutor, or the Library at accessservices@agnesscott.edu.

Check your syllabi for required materials.

- Does a friend have a copy you can use?
- Is it freely available online?
- For Course Tutors: Check syllabus and ask students if they have access to these materials.

Options for checking availability of books through McCain Library

- Have you visited McCain Library [Course Reserves](#)? If your professor has ever said, “the book or film is on reserve in the Library,” this link will take you straight to those course materials. If the material you need is not already checked out, you can visit the circulation desk to check it out for a loan period of two or four hours.
- If you couldn’t find your book in Course Reserves, have you tried searching for the printed or online version of your book using the [McCain Library Catalog](#)? If available, you can initiate a request to either place it on reserve by emailing accessservices@agnesscott.edu. If not available, you can [Suggest a Purchase](#).

Options for checking availability of journal articles through McCain Library.

- Visit your course’s Canvas page. Sometimes, faculty members provide a reading list with links to the readings.
- If not, you can head to the [McCain Library Homepage](#), click “Find Journals,” and look up the article by title of publication ([instructions on how to do that are found here](#)).
- You can also use the [Discover](#) search tab and look up the article by its title.

Share options for checking availability of a film through McCain Library.

- Have you visited [McCain Library Course Reserves](#)? If your professor has ever said, “the book or film is on reserve in the Library”, this link will take you straight to those course materials. If not available, you can [Suggest a Purchase](#).

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Course Material Checklist, Continued

- You can also visit [Kanopy](#), a popular site for students to find films for class for free. Make sure to sign in with your Agnes Scott account (use college email address and password)! There is the ‘grab and go’ option that you can utilize if you live close to Agnes Scott and if McCain Library has a copy of the DVD in its physical collection. Look up the item in [Worldcat](#), place it on hold ([instructions on how to do that can be found here](#)), and then pick it up at the library.

Requesting items from other libraries

- If you see your item on [Worldcat](#), but the library doesn’t have the right edition or all the copies are checked out, you can request the item from other libraries. Just click “Request Item from Other Libraries” on the left and fill out the information. Be specific about the edition, and if you only need a certain chapter or section. The Interlibrary Loan coordinator should be in touch with you on whether they were able to acquire the item you requested within a week or two.

Hyperlinks

- McCain Library Email: accessservices@agnesscott.edu
- McCain Library Homepage: <https://www.agnesscott.edu/library/>
- McCain Library Course Reserves:
<https://www.agnesscott.edu/library/research/course-reserves.html>
- McCain Library Catalog: <https://libguides.agnesscott.edu/worldcat/knownitem>
- Suggest a Purchase at McCain Library:
https://docs.google.com/forms/d/e/1FAIpQLSdpTP54FgWV8UwQ_481cEhwhEgy8g-wlX8pmvbg9zgG0cOIZg/viewform
- Instructions on Finding Journals: <https://youtu.be/bXCkIKGiRe4>
- Worldcat: <https://libguides.agnesscott.edu/worldcat/knownitem>
- Instructions to place an item on hold: <https://libguides.agnesscott.edu/worldcat/placingholds>
- Kanopy for watching free films for class: <https://agnesscott.kanopy.com/>
- Discover Search from Galileo: <https://www.galileo.usg.edu/asc1/home>
- Center for Writing and Speaking Email: cws@agnesscott.edu

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