

FACULTY REQUEST FOR COURSE RESERVE

Please submit this form with materials at the circulation desk, Cornette Library. Processing materials for Course Reserve is given high priority by the library staff. However, processing time depends upon workload and staffing. You will be notified by e-mail when items are available. ***Please do not tell your students that course reserves are available until you have been notified.***

Please sign the back of this page for all items that you have requested to be placed in the Course Reserves Collection and/or in the Electronic Reserves Collection.

Instructor's Name : _____

Buff Gold ID# : _____ **Email Address :** _____

Department & Course Acronym : _____ **Date Submitted :** _____

Please place material on RESERVE starting with the following semester: _____

The following materials should remain on RESERVE until: _____

Checkout Period: _____ 2 hour (IN LIBRARY USE ONLY – ALL PERSONAL COPIES)

_____ 1 day

_____ 3 day

_____ 7 day

All personal copies of items placed on Course Reserve ***must*** be 2-hour, in-library-use only. If there are items that the library currently does not have that you are placing on reserve for multiple semesters in a row, the library will consider purchasing them for our collection; at that point, they could be placed on any reserve checkout period. Please keep in mind that the library does not generally purchase textbooks for our permanent collection.

<u>Author</u>	<u>Citation</u>	<u>Call#</u>	<u>Barcode</u>	<u>E-Res?</u>
_____	_____	_____	_____	_____
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PLEASE BE SURE TO READ AND SIGN THE BACK OF THIS FORM.

CORNETTE LIBRARY COURSE RESERVE GUIDELINES

1. Cornette Library's Course Reserves, both hard copy and electronic, may include, at the most, one or two articles from a journal issue, or one or two chapters from a book. Additionally, it is acceptable to copy a poem. Fair Use does not allow for copying sections of works that make up a substantial portion of the work as a whole (this proportion is considered to be 15% or more).
2. Course Reserves will only include items that are lawfully obtained either by the library or the instructor requesting the item. Lawfully obtained is defined as anything that is either purchased, or obtained by way of the Fair Use provisions.
3. The proportion of materials placed on Course Reserves should be small in relation to materials used for the course overall.
4. Items to be repeatedly placed on Course Reserve for the same instructor and the same course will require copyright permission from the publisher. Similarly, items used by multiple instructors will require copyright permission or purchase of the item.

COPYRIGHT FAIR USE CONSIDERATIONS FROM TITLE 17, U. S. CODE

1. The purpose and character of use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and,
4. The effect of the use upon the potential market for or value of the copyrighted work.

___ Based upon the fair use considerations listed above, I have determined that my use of the submitted materials meets the fair use provisions of the copyright law.

___ I declare that I have read Cornette Library's Course Reserve Guidelines and the items that I have submitted fall within the restrictions discussed in numbers 1-4 of these guidelines.

___ I further understand that if I have intentionally falsified information on this form, or if my determination of fair use was not made in good faith, I may be subject to personal liability for copyright infringement.

___ The Cornette Library is not liable for the loss and/or damage of personal copies; however, the library staff will contact the patron concerning replacement charges, which are consistent with library fine policies.

SIGNATURE: _____ **DATE:** _____