

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, please allow 24-48 hours for processing. 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 Course Reserves Copyright Declaration Form, on the back of this page for all items that you have requested to placed in the Course Reserves Collection and/or in the Electronic Reserves Collection.

Instructor's Name: _____

Buff Gold I.D. #: _____

Department & Course: _____

e-Mail Address: _____

Date Submitted: _____

Please place material on RESERVE starting with Semester: Fall 20__ Spring 20__ Summer I 20__ Summer II 20__
 The following materials should remain on RESERVE at the Circulation Desk until _____

CHECKOUT PERIOD:	CHECKOUT LIMIT PER PATRON:	PLEASE BE SURE TO READ AND SIGN THE BACK OF THIS FORM	Copyright Read & Signed? _____
_____ 2 Hour (In Library)	_____ One _____ Three	Note: Books will not be photocopied	(Reverse Side)
_____ 1 Day	_____ Two _____ No Limit		
_____ 3 Day			
_____ 7 Day			

<u>AUTHOR</u>	<u>CITATION</u>	<u>CALL NUMBER</u>	<u>ITEM NUMBER</u>	<u>E-RESERVE?(Y/N)</u>
_____	_____	_____	000030	_____
_____	_____	_____	000030	_____
_____	_____	_____	000030	_____
_____	_____	_____	000030	_____

 FOR LIBRARY STAFF USE ONLY: FILENAME: _____ Instructor's
 Prepared: Date: _____ By: _____ Removed: Date: ____/____/____ By: _____ Last Name | _____

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.

DECLARATION

___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.

___Based on the fair use consideration, I have determined that my use of the submitted materials does NOT fit within the fair use provisions. I will obtain permission before using the materials and will notify the library when permission has been obtained. I will provide the library a copy of the document granting permission.

SIGNATURE: _____ DATE: _____

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.

For Staff Use:
