

Library Reserve Submission Form

Date: ___/___/___
(staff initials)

Course #:		Phone/Extension:	
Course Instructor(s):		E-mail:	
Submitted by:			

Please Check One			<div style="border: 1px solid black; padding: 5px; font-size: x-small; margin: 0 auto;"> It may take up to three days to process reserve items. We will notify you when the items are available for you & your students. </div>	Author	Source (include title, volume, number, year, and pages if not included with item)	Format of item	* Electronic Reserve? Yes/No	Date to Remove	Dept / Personal Copy	Library Copy
Original Copy	Fair Use	Permission Obtained								
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Copyright Compliance (check only one per item)
 Permission Obtained: You have secured permission from the copyright owner to use the item.
 Fair Use: You have determined that inclusion of the item on reserve constitutes fair use. (Use [Fair Use Guidelines](#) on reverse side of this document)
 Original Copy: You are placing an original item on traditional in-house reserve.



*** Electronic Reserves:** The library has expanded course reserves to include electronic reserves. These web-accessible holdings can include scanned items, subscription database links, or direct web links. They are accessible through our online catalog and will supplement our traditional print method of course reserves.

- Enter **Yes** if you would like your submission cataloged as an electronic reserve.
- Enter **No** if electronic reserve is not desired.

Staff Processing

<input type="checkbox"/> Binder Sheet	<input type="checkbox"/> Scan/Link/Stamp
<input type="checkbox"/> Labels	<input type="checkbox"/> Course Reserve
<input type="checkbox"/> Shelf/File Labels	<input type="checkbox"/> Catalog/Barcode
<input type="checkbox"/> Database	<input type="checkbox"/> Email/Call
<input type="checkbox"/> Date Placed	<input type="checkbox"/> Proof

Questions/comments? Please call (498-2339) or email (reserve@sunvocc.edu)
 Thank you for using Coulter Library's course reserve.
<http://library.sunvocc.edu/faculty/reserve/>

GUIDELINES FOR FAIR USE

PURPOSE	
Favoring Fair Use	Opposing Fair Use
* Teaching (including multiple copies for classroom use)	* Commercial activity
* Research	* Profiting from the use
* Scholarship	* Entertainment
* Nonprofit Educational Institution	* Bad-faith behavior
* Criticism	* Denying credit to original author
* Comment	
* News reporting	
* Transformative or Productive use (changes the work for new utility)	
* Restricted access (to students or other appropriate group)	
* Parody	
NATURE	
Favoring Fair Use	Opposing Fair Use
* Published work	* Unpublished work
* Factual or nonfiction based	* Highly creative work (art, music, novels, films, plays)
* Important to favored educational objectives	* Fiction
AMOUNT	
Favoring Fair Use	Opposing Fair Use
* Small quantity	* Large portion or whole work used
* Portion used is not central or significant to entire work	* Portion used is central to work or "heart of the work"
* Amount is appropriate for favored educational purpose	
EFFECT	
Favoring Fair Use	Opposing Fair Use
* User owns lawfully acquired or purchased copy of original work	* Could replace sale of copyrighted work
* One or few copies made	* Significantly impairs market or potential market for copyrighted work or derivative
* No significant effect on the market or potential market for copyrighted work	* Reasonably available licensing mechanism for use of the copyrighted work
* No similar product marketed by the copyright holder	* Affordable permission available for using work
* Lack of licensing mechanism	* Numerous copies made
	* You made it accessible on Web or in other public forum
	* Repeated or long term use