

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;"> 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>	Title/Item (for books please include ed. #)	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									

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.

NEW POLICY REGARDING RESERVE COPIES EFFECTIVE 1/1/09 – Due to the current climate of copyright litigation in academe, reserve copies will remain on active reserve in the library for one year. After this time, permission must be obtained from the copyright holder for a copy to remain on reserve beyond a year. This policy affects copies only. Books, videos, and linked items can remain on reserve as needed.

Reserve Policies: <http://library.sunyocc.edu/about/policies/reserves/reservefaculty.php>.

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

- Staff Processing**

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

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)
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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