

Library Reserve Submission Form

Date: ____/____/____
(staff initials)

Submitted by:																										
Course Instructor(s):			Phone/Extension:																							
Course #:			E-mail:																							
Please Check One			<div style="border: 1px solid black; padding: 5px; width: fit-content;"> 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 the edition #)			Author			Source (include title, volume, number, year, and pages if not included with item) If requesting a video clip, include the start and end times for the clip.			* 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.																										



* **Digital Media Reserve:** Starting Spring '17, we will begin offering digital media reserve service via Ensemble. If you would like to place a small portion of a media item on digital reserve for your class, use this form, or contact Lisa Hoff (l.m.hoff@sunyocc.edu) for more information. (Allow up to 7 days for processing to allow for Closed Captioning service.)

Electronic Reserves: 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.

Questions/comments? Please call (498-2993) or email (reserve@sunyocc.edu)
Thank you for using Coulter Library's course reserve.
<http://library.sunyocc.edu/?q=about/departments/reserves>

Staff Processing

<input type="checkbox"/> Prex 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"/> Security Tag
<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)
* Important to favored educational objectives	* Fiction
AMOUNT	
Favoring Fair Use	Opposing Fair Use
* Small quantity (10% or less of total running time for a film)	* 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

These guidelines were originally created by Kenneth D. Crews, and are provided as a courtesy by the Columbia University Libraries/Information Services - Copyright Advisory Office, 507D Butler Library, 535 West 114th Street, New York, New York 10027. For further information and updates, please visit <https://copyright.columbia.edu/basics/fair-use/fair-use-checklist.html>