

Electronic Reserves Submission Form

Please fill out a separate form for each individual article or other document that will be part of the electronic reserves on your course page. We apologize for the inconvenience, but it is necessary that we keep thorough records in order to ensure that you and the library are in compliance with copyright law. Thank you for your understanding. (**Note:** If you choose not to fill out this form for materials that you upload yourself to your course page, it is your responsibility to keep equivalent records.)

Course name:

Course number:

Course semester:

Course department:

Instructor's name:

Instructor's position: Core Faculty Adjunct Faculty

Submitter's name (if different from Instructor):

Instructor/Submitter's email:

Instructor/Submitter's Phone:

Submitter's position (if different from Instructor): Faculty Staff Student/Work Study

Reserves material documentation

(Optional: Give citation in APA, MLA or other standard format instead of completing *italicized* fields)

Title of scanned work:

Author of scanned work:

Source of scanned work: Book Journal Other

* Please specify if "Other":

Source title:

Source volume and issue (if journal):

Page range in source material:

Total number of pages used:

Source publication information (Place, publisher, date) :

Copyright status of source: Copyright registered [published, usually]
 Copyright not registered [unpublished, usually]
 Public domain [copyright expired or waived]
 Not specified [unknown]

Material will be uploaded: By the instructor or submitter.
 By the library-- hardcopy sent via interoffice mail.
 By the library-- hardcopy delivered by hand.
 By the library--file emailed as an attachment.

Material belongs in a particular folder/week: No Yes -- Please specify:

Copyright, permissions and fair use

You can safely assume that works published before 1923, works that bear an explicit notice from the copyright holder waiving their rights, and publications of the United States Government are in the public domain. You should assume that everything else is protected by copyright until proven otherwise—even works that have no copyright notice on them, or that have not been formally published. There are two main ways to use a protected work legally: you can secure permission from the copyright holder, or you can claim fair use, which are exceptions to copyright law written into the law itself.

- I have permission to use this work, or the library will help me get it.
 I claim fair use.

Factors supporting fair use (please check all that apply):

Purpose of use: Nonprofit Teaching Scholarship/research Personal

Nature of copyrighted work: Factual Published

How much of copyrighted work will be used:

- Small amount of the work
 Does not include "heart" of the work (e.g., the text at the heart of a critical edition, or the proof at the heart of a math paper)

Effect of use on market for copyrighted work:

- You or the library already own a lawfully acquired copy of the work
 No similar product marketed by the copyright holder
 You can't identify the copyright holder
 Market or potential market for the work reasonably expected to not be affected

Restricted Access: Yes [password protected]

Factors against fair use (please check all that apply):

Purpose of use: Commercial Entertainment For profit

Nature of copyrighted work:

Creative Entertainment Consumable (e.g., worksheets)

How much of copyrighted work will be used:

Large portion or the entire work Includes "heart" of the work

Effect of use on market for copyrighted work:

- Replaces sale of the work Many copies made
 Market or potential market for the work reasonably expected to be damaged

Restricted access: No [on open Internet]