

**Tarleton State University
Dick Smith Library
Copyright Compliance Agreement**

COPYRIGHT COMPLIANCE - PLEASE COMPLETE AND RETURN THIS FORM TO THE LIBRARY

The copyright law (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Copies for Reserve must be made in compliance with the "fair use" provisions of Section 107 and with the policies of Tarleton State University.

FAIR USE

In support of Tarleton courses, the Dick Smith Library maintains both a print and electronic reserve collection following the guidelines of 17 U.S.C. Section 107. Placing materials on reserve will be at the initiative of the faculty solely for the non-commercial, educational usage of the students. Personal copies for reserve use must be made in compliance with the four "fair use" principles:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit, educational purposes;
2. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
3. The nature of the copyrighted work; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

All four factors are considered, but the last factor is the most important in determining whether a particular use is "fair."

NOTICE OF COPYRIGHT

When you submit copies of a work published before March 1, 1989, include any notice of copyright that appears on the original work. If your submission does not include a copyright notice, the library will assume there was none on the original work. All works must include a complete citation.

I understand that I am responsible for the copyright compliance of this material. I have read and understand the copyright and fair use statement and have determined that the material is compliant.

Signature

Date

RESERVE REQUEST FORM

Date: _____

Faculty Name: _____ Department _____

Phone: _____ Email: _____

Course Title: _____ Course Number: _____

Reserve material for: (Check One) Fall Spring Summer

***ALL RESERVES WILL BE REMOVED AT THE END OF EACH SEMESTER, UNLESS THE INSTRUCTOR NOTIFIES THE LIBRARY.
WE WILL REQUIRE COPYRIGHT COMPLIANCE SIGNATURES EVERY SEMESTER.***

ELECTRONIC ACCESSDo you wish to place this material on E-reserves? Yes No

The username will be the course name and section number (i.e. Eng1234).

Please select a password: _____

Do you have a copy of the Submission Guidelines for Electronic Reserves? Yes No**HARDCOPIES**Will you be placing hardcopies on reserve? Yes NoWill other instructors be using this material? Yes No

If yes, which instructors: _____

Check Desired Loan Period: 2Hr/In-Library Overnight 2 Days 7 Days**WE MUST HAVE COMPLETE CITATIONS ATTACHED TO ALL COPIES!!**

Description	Title	Call # /Personal Copy	# Copies