COURSE RESERVE REQUEST FORM

Return signed form to the Circulation Desk, Box T-0450, or Fax 254-968-9468

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I understand that I am responsible for the copyright compliance of this material. I have read and understand the copyright and fair use information on the back of this form. I have determined that this material is compliant based on the following reason(s):

- Qualifies under Fair Use
- This is my personal hard copy
- I received copyright permission
- This is a library owned copy
- I own the copyright
- License agreement permits use
- Material is in the public domain

SIGNATURE____________________________________ DATE___________________________

Requests should be ready within 72 hours of receipt.

COURSE INFORMATION

Faculty Name: ___________________________________________________________ Email: _______________________________________

Department: ______________________Course name: ______________________________________Course Number: _______________

1. RESERVE FOR (CHECK ONLY ONE):
   - Fall
   - Spring
   - Summer

2. RESERVE TYPE:
   - Reserve in the Library
   - Electronic Reserve (E-reserve)
   - Both

E-RESERVES ONLY: The USERNAME will be the course name and section number (i.e. ENGL112).

My PASSWORD for students to access this material will be:

______________________________

3. LOAN PERIOD:
   - 2 HR in-library
   - Overnight
   - 2 Days
   - 7 Days

4. WILL OTHER INSTRUCTORS BE USING THIS MATERIAL?
   - No
   - Yes, ________________________________

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The library is not responsible for any lost, stolen, or damaged materials placed on reserve.

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**Copyright, Fair Use, and Public Domain**

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- **Works created after January 1, 1978**, copyright protection will endure for the life of the author plus an additional 70 years. In the case of a joint work, the term lasts for 70 years after the last surviving author’s death. For anonymous and pseudonymous works and works made for hire, the term will be 95 years from the year of first publication or 120 years from the year of creation, whichever expires first;
- **Works created but not published or registered before January 1, 1978**, the term endures for life of the author plus 70 years, but in no case will expire earlier than December 31, 2002. If the work is published before December 31, 2002, the term will not expire before December 31, 2047;
- **Pre-1978 works still in their original or renewal term of copyright**, the total term is extended to 95 years from the date that copyright was originally secured.

More information: [http://www.copyright.gov/circs/circ01.pdf](http://www.copyright.gov/circs/circ01.pdf)

**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:

- The purpose and character of the use, use is of a commercial nature vs. for non-profit, educational purposes;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- The nature of the copyrighted work; and
- 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.” You should obtain permission to use copyrighted material that falls outside of the fair use guidelines.


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- Facts (e.g., Water boils at 212 degrees Fahrenheit).
- Works produced by the GPO (cannot assume the same for state & local government works).
- Works where copyright is not claimed or was dedicated to the public domain.
- Works where protection has expired.

More information: [http://www.copyright.gov/pr/pdomain.html](http://www.copyright.gov/pr/pdomain.html)