

COURSE RESERVE REQUEST FORM

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

COPYRIGHT COMPLIANCE

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

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):

- Check all that apply**
- | | |
|--|---|
| <input type="checkbox"/> Qualifies under Fair Use | <input type="checkbox"/> This is my personal hard copy |
| <input type="checkbox"/> I received copyright permission | <input type="checkbox"/> This is a library owned copy |
| <input type="checkbox"/> I own the copyright | <input type="checkbox"/> License agreement permits use |
| <input type="checkbox"/> License agreement permits use | <input type="checkbox"/> 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):	<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER
2. RESERVE TYPE:	<input type="checkbox"/> RESERVE IN THE LIBRARY	<input type="checkbox"/> ELECTRONIC RESERVE (E-RESERVE)	<input type="checkbox"/> 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:	<input type="checkbox"/> 2HR IN-LIBRARY	<input type="checkbox"/> OVERNIGHT	<input type="checkbox"/> 2 DAYS <input type="checkbox"/> 7 DAYS
4. WILL OTHER INSTRUCTORS BE USING THIS MATERIAL?	<input type="checkbox"/> NO	<input type="checkbox"/> YES, _____	

Notice of Copyright

Include with copies 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.

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

Personal Copy Y/N	TITLE	Call Number	# Copies Provided

Copyright, Fair Use, and Public Domain

COPYRIGHT (Title 17, U. S. Code)

Form of legal protection for intellectual property that allows creators protection for both published and unpublished works. Copyright holders have the exclusive right to and can authorize others to: Reproduce the work in whole or in part; prepare derivative works, e.g. translations, dramatizations, and musical arrangements; distribute copies of the work by sale, gift, rental, or loan; and publicly perform or display the work.

Copyright protected works no longer require registration and/or display of the copyright symbol or notice. On March 1, 1989 the United States began following the Berne Convention. As a result, copyright protection is now automatic at the time of creation, i.e. written on paper, saved on a hard drive, or recorded on an audio/video tape.

- **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>

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.

More information: <http://www.copyright.gov/fls/fl102.html>

PUBLIC DOMAIN

Works in the public domain are not protected under copyright. No permission is needed to copy or use public domain works. Works can be in the public domain for a variety of reasons. The following guidelines may be used to determine what constitutes works in the public domain:

- 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>