Hill Freeman Library and Spruill Learning Center
RESERVE REQUEST FORM

Phone: (770) 720-5586

Today's Date: _____ Term and Year: _____

Faculty Name: _____ Phone Number: _____

Course Name and Number: _____

Loan Period: ☐ 3 Hours ☐ 2 Days Over-Night: ☐ Yes ☐ No

Special Instructions:

I understand that I am responsible for obtaining copyright information as necessary. I further understand that my reserve request may be delayed or denied if permission is not documented as deemed necessary by the library to legally remain in copyright compliance. I have read the guidelines for placing materials on reserve.

Signature: _____ Date: _____

Guidelines for Placing Materials on Reserve

- Complete a reserve request form for *each* class.
- Please request reserves *three days prior* to the first day needed for class.
- At the end of the semester, all materials will be removed from the reserve shelf unless an agreement has been reached with the librarian to hold the materials for the next semester.
- Materials placed on reserve for more than one term may face more stringent guidelines in order to comply with copyright rules.
- See more copyright information on back of form.

Articles and Unpublished Materials

- Please provide originals if possible. If this is not possible, please provide clean copies.
- Supply complete citations for all materials.
- Copyright law allows:
    - One journal article per issue.
    - Two journal articles per volume.
- Please have all materials bound via paper-clip or binder clip and placed in a folder.

Books, Chapters, and Videos

- Up to two copies of each book per class section may be placed on reserve.
- Copyright law allows copying of *one chapter*, or 10% of a book.
- Supply complete citations for chapter sources.
- Please have any copies of chapters bound via paper-clip or binder clip and placed in a folder.

Reserve Materials

In the space below, please list the items you are placing on reserve.

	Office Use
Call Number: Author/Editor: Title: Publisher and Date of Publication:	
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Copyright

The Library's course reserves collections provide readings and other materials that support the instructional requirements of specific courses. Essential to our ability to provide reserve collections is the confident and lawful exercise of legitimate use rights as set forth in the fair use provision, Section 107 of the United States Copyright Act of 1976.

Section 107 Fair Use

For institutions of higher education, the cardinal portion of the Copyright Act is Section 107 of the Copyright Act, the fair use provision. This section sets forth the factors that must be evaluated in determining whether a particular use, without prior permission, is a fair and, therefore, permitted use. The legitimate and lawful application of fair use rights provides the necessary and Constitutionally envisioned balance between the rights of the copyright holder versus societal and educational interests in the dissemination of information.

Section 107 reads as follows:

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified in that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

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

All Hill Freeman Library collections--regardless of format--are purchased by the college for the nonprofit, educational use of students and faculty. All library materials are acquired with the understanding that there will be multiple uses of a limited number of copies. The library frequently pays an institutional subscription price for journals, which is many times the individual subscription price, for the privilege of supporting multiple academic users.

Guidelines:

Although fair use ultimately depends on the specific facts surrounding each proposed use, the following guidelines are intended to provide direction for use of the Hill Freeman Library reserve system.

- All materials placed on reserve will be at the initiative of faculty for the non-commercial, educational use of students.
- Whenever possible, materials to be copied for reserve will be purchased by the library.
- Longer works, such as complete books or entire web sites, will not be copied or scanned for reserve service. The library will not reproduce materials for the reserve system without written permission from the copyright holder if the library judges that such reproduction would exceed the reasonable limits of fair use.
- There will be no charge for access; the charge for copies made by students will be limited to the nominal cost of photocopies or laser prints.
- A notice that material may be covered by copyright law will appear on reserve readings.
- Appropriate citations or attributions to their sources will be included for all reserve materials.
- Access to reserves is limited to students, faculty, and staff of the college. Print reserves can be checked out at the library with a valid Reinhardt ID card.
- When they are no longer used for reserve services, materials will be returned to faculty or to their normal location in the library.
- Materials that may be placed on reserve more than one semester without obtaining copyright permission include:
    - journal articles owned by Reinhardt College.
    - physical copies of books, CDs, DVDs and videos.
    - government publications.
    - exams, homework solutions and lecture notes.
    - any publication for which you own the copyright.
- Copyright permission must be sought by the instructor when:
    - an article not owned by Reinhardt College is submitted for reserve for more than one semester.
    - multiple chapters or more than 20 percent of a book are intended to be placed on reserve.
- The instructor submitting the reserve materials is responsible for obtaining copyright permission as needed. Items will not be posted without proper copyright permission. The instructor may submit an original signed letter from the publisher that clearly states the item and lending requirements including the period for which the item will be loaned. Proof of payment of royalties will also be accepted.
  The library is not responsible for paying royalties for reserve items.