KRESGE LIBRARY RESERVE REQUEST FORM

- · Submit completed form and material at least 2 days prior to anticipated use
 - Requests are dated and processed in the order received
 - · Materials from other libraries will not be placed on reserve
- Kresge Library is not responsible for any damaged, lost, mutilated or stolen material

PLEASE REVIEW COPYRIGHT POLICY HIGHLIGHTS ON REVERSE. SHOULD THERE BE ANY CONCERNS OR QUESTIONS, PLEASE CONTACT THE RESERVE SPECIALIST MARLENE EDGE-PHILLIPS AT CIRC@oakland.edu, PRIOR TO SUBMITTING YOUR REQUEST.

Course: Instructor Name: Email Address:				Department Campus Ph			
Loan Period:	□ eReserves	□ 1 Hour	□ 2 Hour	□ 1 D	ay	□ 2 Day	/ □ 1 Week
Semester(s) on Reserve:	Winter_ YEAR (Ex: Winter 2013)	Summer IYEAR	Summe	er II Year	Fall YEAR		Permanent

MATERIAL DESCRIPTION

Author	Title (one item per line)	Source/Static URL Link (for articles from Kresge Library database)	#Copies	Call Number (only if Kresge book)

Fair Use Analysis – Guidelines

Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on e-reserve qualifies as fair use. Instructors are advised to utilize the Kresge Library Fair Use Copyright Tools

(http://research.library.oakland.edu/sp/subjects/guide.php?subject=CopyrightResources) before submitting material for e-reserve. Fair use of a copyrighted work depends upon making a reasoned and balanced application of all four fair-use factors set forth in Section 107 of the U.S. Copyright Act. These factors are:

- Purpose and character of the use (e.g., non-commercial, non-profit use for OU's teaching and scholarship);
- · Nature of the copyrighted work (e.g., non-fiction and creative works that serve the interests of OU's teaching and scholarship);
- Amount of the work used (e.g., only a limited excerpt of any work, not the "heart of the work");
- Effect on the value of or market for the work (e.g., there is no digital excerpt readily available at a reasonable price; access is limited to a particular course's participants; and access is terminated at the end of a relevant semester).

If the material is determined to be ineligible for course reserves, the instructor may pursue other alternatives, such as obtaining copyright permission from the copyright owner or using a third-party service, such as the Copyright Clearance Center (www.copyright.com/), to procure copyright compliance. Please see the Library's Course Reserves Copyright Guidelines page for more details.

Disclaimer: These guidelines are presented for general information only, and must not be relied on as a substitute for obtaining legal advice from a licensed attorney.