Callahan Library Course Reserves Application

Contact Information
Name: ___________________________________________ Date: ____________
Email Address: _____________________________________ Phone: ________________

Course Information
Course Title: __________________________________________
Department: ___________________________________ *Course Number: ________ Course Section: ________
Number of Students: __________
Semester: __Fall __ Intersession __ Spring __ Summer I __ Summer II __ Summer III Year ____________
Campus: __ Campus only __ Online __ Hybrid

Book or DVD Reserve
___ Book ___ DVD Personal Copy: ___ Yes ___ No Loan Period: ____________
Title: __________________________________________________________
Author/Editor: ________________________________________________
Publisher/Distributor: ___________________________________________ Year/Edition: ____________
Item Call Number: ____________________________________________

Scanned Article or Chapter
___ Journal Article ___ Book Chapter (check one)
Article/Chapter Title & Number: __________________________________________
Author/Editor: ______________________________________________________
Journal/Book Title: __________________________________________________
Journal Volume Number: ________ Journal Issue Number: ________ Book Publication Date: ________

Submission Agreement:
Fair use (Section 107 of the U.S. Copyright code) provides parameters for the legal use of copyrighted material without the permission of the copyright holder. The law mandates that four factors be considered in determining whether or not a use is fair. These are:

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

I have reviewed my reserves submission to Callahan Library in regards to Section 107 of the U.S. Copyright code.
Signature: ______________________________________________________

For further guidance, you can review the Fair Use Evaluator: http://sjcny.libguides.com/Copyright/FairUse or consult a Reserves librarian.

Staff Use (initial & date)
Reserve added: __________ Location Updated: __________ Copyright Clearance: __________
Call # ___________________________ Notes: __________________________________________

2017-08-03