Electronic Reserve Submission Form (single item)

Reserves may be submitted via campus mail, through email (nicoler@muskingum.edu), or by visiting the library. Allow seven business days for processing of reserves. If a reserve is needed sooner than seven days or if you have any questions, please contact Nicole Robinson at x8152 or nicoler@muskingum.edu.

Instructor: ___________________________  Course #: ______________________

Date needed: ________________________

Type of reserve:
___ Book Chapter or Journal Article
___ Instructor-created material (lecture notes, practice exams, handouts, etc)
___ Other Please specify: ______________________________________________________

Does the library own this item?
___ Yes  ___ No

Citation information:

Title: _______________________________________________________________________

Author: _____________________________________________________________________

Date: ______________________

I have reviewed the Muskingum University Library Electronic Reserve Policy (on the reverse of this form) and certify that the submitted material(s) comply with the policy, as well as with federal copyright law. I understand that the library reserves the right to deny a request based on copyright concerns or access issues.

X _______________________________________________________________________

Office Use Only:

Date: ______________________

Bib#: ______________________
Muskingum College Library Electronic Reserves Policy

GENERAL
Reserve materials will be processed in the order they are received and by the date they are due. If no date is indicated, reserves are processed within 7-10 days. A confirmation e-mail will be sent to your Muskingum account once your e-reserve is available.

In order to limit access to students enrolled in your course, a course password will be provided. The course password will remain constant throughout the semester, but will change each semester. Please advise students of the password.

The library makes every effort to provide seamless access to electronic reserves. Technical issues beyond the control of the library may affect access to electronic reserve.

COPYRIGHT COMPLIANCE
The library will accept legally obtained materials to be placed on electronic reserves for instructional purposes provided it receives permission from the copyright holder. A signed letter from the copyright holder will be required to place an item on electronic reserve. The instructor will be responsible for receiving permission and covering any royalty fees that may be assessed. The library will assist in the process, but will not be ultimately responsible for securing copyright.

An item may not require a signed permission letter if the instructor or the library believes that usage falls under the Fair Use guidelines of the U.S. Copyright Law. Examples include:
- One chapter from a book, unless it has been used for e-reserves previously within the last two years.
- One article from a journal, periodical, or newspaper, unless it has been used for e-reserves previously within the last two years.
- Government documents.
- Public domain materials.
- Materials for which the instructor or institution holds copyright.
- Materials available through OhioLINK or locally-subscribed databases, provided URLs can be placed on e-reserve.
- Internet resources, provided URLs can be placed on e-reserve.

By signing the statement on the reverse, you acknowledge your awareness of the library’s electronic reserve policy. If you are the copyright holder of the submitted materials, you agree to give the library permission to place the materials on reserve for an indefinite period. If you are not the copyright holder, you either (a) ascertain to the best of your knowledge that the item falls under the Fair Use criteria of the U.S. Copyright Law or (b) provide documentation from the copyright holder granting permission to place the item on electronic reserve for an agreed upon time period.

FAIR USE (TITLE 17, §107)
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 by 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.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factor.

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1 An instructor holds copyright to materials created for their course, such as lecture notes, practice exams, and handouts, and must give the library permission to place them on electronic reserve.