

## Peter J. Cayan Library - E-Reserve Request Form

Today's Date \_\_\_\_\_

Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

Name of Instructor \_\_\_\_\_ (Please print)

Department \_\_\_\_\_

For which semester(s) do you want these materials accessible to students?

*(check all that apply)*

Indefinitely \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Special instructions:

**REQUIRED:** Please list the **full bibliographic citation** (in either **APA** or **MLA** formats) of each item to be placed on Reserve:

Questions? Please contact Barbara Grimes at x7253 or [grimesb@sunyit.edu](mailto:grimesb@sunyit.edu). Thank you.

### COPYRIGHT COMPLIANCE

The copyright law of the United States governs the fair use of a copyrighted work, including such use by reproduction for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. 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 signature of the faculty member below certifies that any permission necessary to use copyrighted material for library reserve has been granted, unless use of the material is considered to be "fair use."**

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

The Library reserves the right to refuse to process material submitted without Instructor's signature.

Developed by Drake Memorial Library, SUNY Brockport.