**Niagara University Library Reserve Request Form**

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| Course Number & Section(s): |   | Course Name: |  | Today's date: |  |
| ***(Use a separate form for each course.)*** | Instructor Name: |  | Date to remove items: |  |
| Department: |  | Office phone: |  | E-mail: |  |
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| **Author or Editor** | **Title of Chapter, Excerpt, or Article** | **Title of Book or Journal from which the item was obtained** | **Full Citation (volume, issue, date for a journal)** |
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Please read and sign the back of this form.

Fair Use Guidelines

In setting these guidelines for copyright, it is the concept of "Fair Use" that governs whether the Library can accept photocopied items for reserve. In particular the Library considers the following two factors as described in the U.S. Copyright Law:

* The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
* The effect of the use upon the potential market for or value of the copyrighted work. (17 U.S.C. Section 107)

In addition, the items to be placed on reserve must satisfy these requirements:

* The items must contain full bibliographic source data and credit the author.
* Copies exceeding 10% of the content of a single journal issue or book may not be placed on reserve. Nor can the portion used be central or significant to the entire work.
* Reserve readings should meet standards of "brevity, spontaneity, and cumulative effect" and should function as "supplemental readings." Articles placed on reserve cannot serve as de facto anthologies or course packs. Nor can reserve be used to substitute for the purchase of article reprints.
* Works such as workbooks, test booklets, or exercises cannot be placed on reserve without the permission of the publisher.
* When submitting a book chapter, please make sure that additional book chapters from the same book have not already been placed on your course page. Chapters from the same book can’t be rotated though reserve.
* Copies can’t adversely affect the market for the work.

**For Faculty Signature**

**To the best of my knowledge, the material submitted meets the guidelines for fair use.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Librarian Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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