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ELECTRONIC RESERVE FORM

Complete this form to place materials on electronic Reserve. If you have questions or need assistance, please call Mrs. Janet Patterson at 836-4362 or send an e-mail to patterj|@uwec.edu
Also see: <http://www.uwec.edu/library/reserve>

Date:	Instructor's Name (Last, First):	Department Prefix and Course No.:	Number of Students:	Dates Materials Will Be Used in Reserve: Begin Use: End Use:
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<p>IMPORTANT: You MUST read and agree to abide by the guidelines on the second page of this sheet. Your signature and the date signed must appear on the bottom of the guidelines before we can proceed with placing your materials on electronic Reserve.</p>	<p>MATERIALS WILL BE USED: CLICK IN THE BOXES OF ALL THAT APPLY</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Fall Semester</td> <td><input type="checkbox"/> Spring Semester</td> <td rowspan="3" style="vertical-align: top;"> Will these items be used after this form expires? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____ </td> </tr> <tr> <td><input type="checkbox"/> Interim Session</td> <td><input type="checkbox"/> Summer Session</td> </tr> <tr> <td><input type="checkbox"/> Winterim Session</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Spring Semester	Will these items be used after this form expires? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____	<input type="checkbox"/> Interim Session	<input type="checkbox"/> Summer Session	<input type="checkbox"/> Winterim Session	<input type="checkbox"/> Other _____
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<input type="checkbox"/> Interim Session	<input type="checkbox"/> Summer Session							
<input type="checkbox"/> Winterim Session	<input type="checkbox"/> Other _____							

Bibliographic Information (MUST be complete)

I T E M	Priority <small>(List items in order of use)</small>	Author Name <small>(Last and First)</small>	Title of Article or Chapter <small>(Please enter title of book or article. If not a book, enter title as it will be given to students.)</small>	Periodical Title (Do Not Abbreviate) or Book Title and Author and Place and Publ. Date.	Book Edition	Date of Periodical <small>(Month & Year: Vol & Page #s)</small>	Lib. owns √ = YES
1	Date needed:						
	Staff Use:			Book Call No. (optional):			
2	Date needed:						
	Staff Use:			Book Call No. (optional):			
3	Date needed:						
	Staff Use:			Book Call No. (optional):			
4	Date needed:						
	Staff Use:			Book Call No. (optional):			

Read and Sign Below

Before we can place your readings on electronic Reserve it is important that you read the following statement on "Fair Use" as it applies to copyright issues. The four factors listed below must be considered when placing your materials on electronic Reserve.

If you have information concerning copyright on any of the items being placed on electronic Reserve, please inform us. For instance, you have received permission to use the work, or you hold the copyright to the item.

Additional information concerning copyright and how to place your Reserve readings on electronic Reserve see: **Placing Materials on Electronic Reserve: GUIDELINES FOR FACULTY.**

Fair Use Doctrine

Fair use is a legal principle that defines the limitations on the exclusive rights of copyright holders. The purpose of these guidelines is to provide guidance on the application of fair use principles by educators, scholars and students who use portions of copyrighted works under fair use rather than by seeking authorization for non-commercial educational uses. These guidelines apply only to fair use in the context of copyright and to no other rights.

There is no simple test to determine what is fair use. Section 107 of the Copyright Act sets forth the four fair use factors that should be considered in each instance, based on particular facts of a given case, to determine whether a use is a "fair use" consider:

- **The purpose and character of use, including whether such 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 copyrighted work as a whole.**
- **The effect of the use upon the potential market for or value of the copyrighted work.**

While only the courts can authoritatively determine whether a particular use is fair use, these guidelines represent conditions under which fair use should generally apply. Uses that exceed these guidelines may or may not be fair use. The more one exceeds these guidelines, the greater the risk that fair use does not apply.

I have read the above and believe that my request for materials to be placed on electronic Reserve complies with the Fair Use Guidelines.

Signature _____

Date _____