

Electronic Course Reserve Request Form - Media

Date submitted:	Semester:	
Professor:	Department:	
Email/phone:	Course Number:	
Campus Address:	Number of Students:	
To your knowledge, does anyone in your class have a visual disability that would require special accommodations? Yes ____ No ____	Would you like originals returned to you ? Yes ____ No ____	

Items to be placed on Electronic Course Reserves

I have reviewed the *Fair Use* factors and determined that the items requested meet the criteria for posting on Electronic Course Reserve: Yes ____ (See p.2 for guidelines and link to additional info)

Audio/Video Author:	
Audio/Video Title:	
Format	Track/Clips:

Audio/Video Author:	
Audio/Video Title:	
Format	Track/Clips:

Audio/Video Author:	
Audio/Video Title:	
Source: Journal/Book Title	Track/Clips:

Four Factors of Fair Use

1. Purpose & character of use—commercial or nonprofit educational use
2. Nature of copyrighted work
3. Amount & substantiality of portion used in relation to whole
4. Effect of use upon the potential market

To analyze your materials for Fair Use: Go to *ALA's Fair Use Evaluator*:

<http://librarycopyright.net/fairuse/>

