

Electronic Course Reserve Request Form

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)

Article Author:	
Article Title:	
Vol/Issue/Pages	Journal or Book:

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Article Title:	
Vol/Issue/Pages	Journal or Book:

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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

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