

## Spokane Falls Community College Library Reserve Request

Instructors placing items on Reserve will be contacted by e-mail at the time indicated on this form under *Date to be Removed*; if no reply is received, the Reserve item will be sent back to the mail stop indicated, or, if that's not possible, the item will be treated as abandoned (See: SFCC Collection Development Policy, Reserves).

Course Name			
Course Number		Instructor	
Department		Phone	Mail Stop
Date Submitted	Number of Students Expected to Use This Title	Date to be Removed <input type="checkbox"/> Quarter/s <input type="checkbox"/> Academic Year	Quarter/s of Class
Print Material <input type="checkbox"/> Library Book <input type="checkbox"/> Personal Copy <input type="checkbox"/> Photocopy/Folder		Non-Print Material <input type="checkbox"/> Format: _____	
Library Call# (staff)	Author	Loan Period <input type="checkbox"/> 2 Hours <input type="checkbox"/> 1-Day <input type="checkbox"/> 2-Days <input type="checkbox"/> 3-Days <input type="checkbox"/> 7-Days <input type="checkbox"/> Other _____	
	Title		

### Copyright Information for Photocopied Material

Copying for Reserve may be done following fair-use guidelines. The library cannot place copied material on reserve without faculty first obtaining copyright permission.

The following information must be provided before photocopied material can be processed:

Has permission been granted from the copyright holder for reproduction and use of this material within the *Date to be Removed* above?  Yes (sign and return this form)  No (see: Fair Use, below)

Fair use is determined by considering four factors of that use. No one factor is determinative; each factor must be considered and weighed; upon reviewing the [Copyright Resource Guide](#), you will determine if use is "probably fair" or "probably not fair".

Do the photocopied material provided for Reserve satisfy the four factors that make up fair use?  
 Yes  No

Signature of Instructor Responsible for Course

Date

FOR LIBRARY USE ONLY		
Number of Copies	Reserve#	
<input type="checkbox"/> Available <input type="checkbox"/> Missing <input type="checkbox"/> On Order	<input type="checkbox"/> Recalled <input type="checkbox"/> Overdue <input type="checkbox"/> Permission Pending	<input type="checkbox"/> Permission on File <input type="checkbox"/> Other