

Hawkeye Community College Library  
Reserve Request Form

SEE REVERSE SIDE FOR COURSE RESERVE GUIDELINES

Please use one form per course

Instructor:	Course Title:
Department:	Course Catalog Number:
Email Address:	# Students Enrolled (all sections this course):
Telephone:	Semester and Year:

Complete Bibliographic Citation <i>(Essential for article copies)</i>	Number of copies	Call Number, if HCC owned Library Material	Length of Check Out – options below	Date OK to remove	Staff Use
					Date Added

PLEASE use a second form, if needed.

**Length of check out for Print (books & copies) and videos:**

- 4-HR** - Library Use Only – Student may use material for four hours in the library only.
- Overnight\*** – Material may be used outside of the library and must be returned the next day.
- 3 Day\*** – Students may check out material for 3 days.
- 1 Week\*** – Students may check out material for 1 week.
- 2 Week\*** – Students may check out material for 2 weeks.

\* **NOTE:** (there is a \$1.00 per day overdue fine for these items.)

I have read the Guidelines on the reverse side, and agree that to the best of my knowledge, the materials I have copied and am requesting to place on reserve comply with the provisions of the Copyright Act (U.S. Code, Title 17.)

Signed \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ Of \_\_\_\_\_

## Guidelines for Course Reserves

**Copies** – Copies of a faculty member’s *personally created* materials, such as PowerPoint slides, study guides, and sample tests, may be placed on reserve. Also, a photocopy of a newspaper, magazine, or journal article, a short story, short poem, or a book chapter, or item such as a chart, graph, diagram, or cartoon, may be placed on reserve under the following conditions:

1. The photocopy was made **by** the faculty member.
2. A reserve request form was **completed** by the faculty member **and submitted** with the copy.
3. The photocopy **must include** a copyright notice **and** full citation on the first page.
4. The photocopy will remain on reserve **for one semester only**.
5. The photocopy **will be returned** to the owner at the end of the semester.
6. The number of copies of an individual article or chapter **will not exceed** one per twenty-five students enrolled in a course. (For example, if a faculty member has 53 students enrolled in two sections of a course, three copies of an individual article may be placed on reserve.)
7. The faculty member **is responsible** for requesting and obtaining permission from the copyright owner to place photocopied material on reserve for more than one semester. A copy of the written permission must be submitted to the library office.
8. For material such as student work examples, **written permission** from the student(s) must be submitted with the reserve request.

**Videos** – Commercially produced videos owned by the HCC Library or by the faculty member may be placed on reserve.

### Materials **not accepted** for Course Reserve

Interlibrary Loan items, consumable workbooks, course packets or anthologies, any copy that has previously been on reserve that is lacking written copyright permission, or any unauthorized copies of copyrighted audio/visual materials.

### Copyright and Fair Use

The Copyright Act permits the photocopying of copyrighted materials for educational purposes with the condition that the copying complies with “fair use” (Title 17 U.S. Code § 107.) Therefore, following factors must be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

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The Hawkeye Community College Library assumes that the copies submitted for reserve have been made by the faculty member in compliance with provisions of copyright law and the library’s course reserve guidelines.