

# Miramar College Library Instructor Reserve

PLEASE ALLOW UP TO 72 HOURS FOR PROCESSING

Instructor: \_\_\_\_\_ Email: ☐ District / ☐ Other \_\_\_\_\_  
(Last, First) (unnecessary if District email is available)

Course & Number: \_\_\_\_\_ Class meeting(s): \_\_\_\_\_  
(example: ENGL 101) (days/times)

- All items placed on Reserve will be security stripped and/or tagged, and have a call number label and barcode applied. Items catalogued and/or owned by another institution may not be placed on Reserve.
- **Copyright Notice** must be included on all photocopies. This can be accomplished by copying the page in the work where the copyright notice appears. **See the back of this form for more copyright information.**
- All videos (VHS and DVD formats) must be Closed Captioned or have English sub-titles. [music videos exempt]
- 24-hour notice is requested if withdrawing a Reserve item before the scheduled removal date.
- **USAGE\*:** Unless otherwise indicated, usage will be *Library Use Only*[LUO]. Also available is: *Overnight*[OV]; *3 Days*[3D], or *1 Week*[1W]. Library Use Only is the most secure and is recommended when only one copy is available.

## THE LIBRARY ASSUMES NO RESPONSIBILITY FOR DAMAGE TO OR LOSS OF INSTRUCTOR RESERVE MATERIALS

**No INDEFINITE Reserves. All items will be removed on day of last class meeting(s) unless alternate date is specified. Alternate removal date:** \_\_\_\_\_

		OFFICIAL USE ONLY				
TITLE	USAGE*	BARCODE #	CALL #	P/L	\$	REMOVED

**NOTICE:** This material may be protected by copyright law (Title 17 U.S. Code).

I am aware of the copyright law. I have reviewed the material to be placed on Instructor Reserve in the Miramar College Library and I have determined there is no infringement of the copyright law. In requesting the Library house this material, I hereby assume full responsibility for infringement of Copyright Law of 1976, Public Law 94-553, Section 107 and absolve Miramar College Library or any of its employees from such responsibility.

Instructor signature \_\_\_\_\_ Today's Date \_\_\_\_\_

# ✓ Copyright Checklist

Below is a very basic overview of fair-use copyright guidelines for some of the most common print and non-print resources. Use this checklist to help you evaluate and determine if the materials you are requesting to place on reserve meet copyright guidelines. There are additional Library resources available to describe Copyright Guidelines in further detail.

## Books

- ❑ Original Book
- or -

It is permissible to use any of the following if the “inspiration” for such use is so spontaneous that it would be unreasonable to expect a timely reply to a request for permission.

- ❑ Photocopy of ONE chapter from a book (not to exceed 10% of the entire work)
- ❑ Photocopy of ONE chart/graph/diagram/cartoon/picture/etc.
- ❑ ALL photocopying must include an appropriate reference. This can be accomplished by copying the page in the book where the copyright information appears.

## Articles

- ❑ Original Magazine/Periodical/Serial/Journal/Newspaper/etc.
- or -

It is permissible to use any of the following if the “inspiration” for such use is so spontaneous that it would be unreasonable to expect a timely reply to a request for permission.

- ❑ Photocopy of ONE article per work (fewer than 2,500 words)
- ❑ Photocopy of ONE chart/graph/diagram/cartoon/picture/etc. per work
- ❑ ALL photocopying must include an appropriate reference (e.g. author/title/date/source/etc.) This can be accomplished by copying the page where the copyright information appears *AND* perhaps the table of contents.

## Audio & Videotapes

- ❑ Original Commercially Produced Audio or Videotape
- or -
- ❑ Original Live Recording of Student Performance / Faculty Lecture
- or -
- ❑ Duplicate a small portion for scholarly or teaching purposes (not to exceed 10% of the entire work) *ONLY* if this school owns the work
- ❑ Contents on duplicated materials must be clearly stated on the label. If the copy was made from a commercial product, this can usually be accomplished by copying the label on the original tape.

## Off-Air-Taping

It is permissible to use any of the following if the “inspiration” for such use is so spontaneous that it would be unreasonable to expect a timely reply to a request for permission.

- ❑ Recorded broadcast program may be used once for each class and must be shown within 10-days and erased by 45-days of the day it was first recorded.
- ❑ Recorded broadcast programs must include credits and copyright notice.
- ❑ Contents of recorded tapes must be clearly stated on the label.
- ❑ Recorded tapes may not include multiple, combined or merged programs.