

## RESERVE COPYRIGHT COMPLIANCE FORM

### Axe Library Pittsburg State University

Effective Summer 1995, photocopied material for faculty reserve will be processed only if accompanied by a signed Copyright Compliance Form. This form needs to be read and signed by the instructor before processing of any articles that have been submitted for the instructor's library reserve. Policies of the library, drawn from the 1976 Copyright Law, for placing photocopied materials on reserve are as follows:

1. An instructor may place ONE COPY of an article or chapter on reserve; multiple copies, including using the same article for more than one class, are not permitted.
2. Photocopied articles may be placed on reserve for ONE SEMESTER ONLY. These articles will be automatically returned to you at the end of the semester.
3. If articles are needed for additional semesters, copyright permission is necessary from the publisher.
4. This copyright compliance form is required for all articles placed on reserve at the Axe Library. Copies of perpetual permission and/or continued use permission from the publishers for items beyond the first semester may be required by the library.
5. The library staff may refuse to place a copy on reserve if in their judgment the copy does not meet the criteria established by copyright law, or if supporting certification of copyright compliance is incomplete.

**"Fair Use" is outlined below.** For more information on "Fair Use" guidelines, see Office of Academic Affairs Memorandum 84-10 or call the library. The library reserves the right to request proof of copyright clearance.

1. Reserve copies are made for non-commercial, non-profit, educational purposes.
2. Reserve copies must meet the standards of brevity and spontaneity.
3. The copyrighted work must not be a consumable work (example: printed workbook).
4. The reproduction must not be likely to have a significant adverse effect upon the potential market for or value of the copyrighted work.
5. A notice of copyright appears on each copy.

**Article title:** \_\_\_\_\_

**Article source:** \_\_\_\_\_

**Course (Title and Number):** \_\_\_\_\_ **Loan Time:** 2H 1D 3D 1W

**I have read these guidelines and certify that the material placed on Axe Library Reserve for my courses complies with one of the following categories below.**

\_\_\_\_\_ **Fair use applies.** I have read these guidelines and understand the criteria for "Fair Use". I understand that copies placed on reserve must conform to these guidelines, and I take responsibility for following these copyright compliance procedures for my reserve items.

\_\_\_\_\_ **Fair use does not apply.** I have notified the publisher and have obtained permission to duplicate this material. A copy of publisher permission is attached (YES NO). Ending date of publisher permission for use is: \_\_\_\_\_

\_\_\_\_\_ **Public domain.** I certify that the item is in the public domain.

\_\_\_\_\_  
**Instructor ID#**

\_\_\_\_\_  
**Instructor's Signature**

\_\_\_\_\_  
**Date**

**Circ Student Assisting:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Barcode of Item:** \_\_\_\_\_