

*Community College of Baltimore County—Essex Campus Library  
Reserve Request*

The Community College of Baltimore County recognizes the obligation to comply with established copyright law regarding teaching and research materials. While balancing the responsibility to provide for the needs of authors and publishers, the library recognizes certain circumstances where their work may be used without permission.

Section 107 of the copyright law sets forth four elements to be considered when determining "fair use". These four criteria appear below to assist you in determining which items may be kept on reserve for use in your classes without obtaining permission from the author or publisher. The considerations falling on the left side favor usage under "fair use" while those on the right imply seeking permission.

**General Information**

Instructor: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Course: \_\_\_\_\_

Type of Reserve: \_\_\_\_\_  
(Library use Only, Overnight, 3-day, 1-week, 2-weeks)

May students take the book longer with instructor's consent?  Yes  No

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**Reserve Material**

1. Author/Editor/Translator: \_\_\_\_\_

Publisher: \_\_\_\_\_

Book/Journal Title: \_\_\_\_\_

Chapter/Article Title: \_\_\_\_\_

Year: \_\_\_\_ Volume: \_\_\_\_ Number: \_\_\_\_ Edition: \_\_\_\_

Fair Use Criteria

**1. The purpose and character of the use**

Non Profit Teaching Scholarship/Research Criticism Commentary	Parody Personal	Commercial Use
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**2. The nature of the copyrighted work**

Factual	Factual and Imaginative	Imaginative Consumable materials(workbooks, answer sheets)
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(Uses on the left favor fair use while those on the right favor seeking permission from the author or publisher. Uses in the middle do not tip the balance either way)

**3. How much of the work is used in relation to the entire work**

Small amounts relative to the entire work (one chapter of a book, lesser of 10% or 30 seconds of audio)	More than a small amount or the "heart" of a work (an entire poem, essay, journal article, or song)
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**4. The effect of the work on the potential market**

Original is out of print or no longer available (I can document reasonable attempts to obtain a copy or permission to copy)	There is a market for permission fees	Use substitutes for purchase of the work  Item has been used in this course before within consecutive semesters
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Reproduction that substitutes for purchase weighs heavily against fair use.

Determination:

Based on the fair use analysis completed above, I have determined that the use of the materials indicated above falls within the fair use exception. I understand that if I have intentionally falsified information on this form, or if my determination of fair use was not made in good faith, I may be subject to personal liability for copyright infringement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_