# Hard Copy (print, DVD, etc.) Reserves Request Form

Reserves requests are handled on a first-come, first-served basis. Although staff will make every effort to process materials in a timely fashion (typically within 2-4 business days, Monday-Friday), additional time may be needed during high volume times of the semester, including the beginning and end of semesters, as well as prior to exams.

*Unless otherwise indicated, all fields are required.*

<table>
<thead>
<tr>
<th>Instructor’s Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department</td>
<td>Email</td>
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<tr>
<td>Course Name</td>
<td>Course #</td>
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<tr>
<td>Semester (e.g., Fall 2015)</td>
<td>Library: CSEL PML FADL Zimm</td>
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</table>

Document Title ________________________________________________________________

Author (optional) _____________________________________________________________

Length of Checkout 2 hr 1 day 3 day 1 week Other: ________________________________

Item Call # ___________________________  Please pull item from stacks  Please recall item

Special instructions ____________________________

*All items will be removed from reserve at the end of the semester unless subsequent semesters are noted above.*

**Copyright:** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies, scans, and/or other reproductions of copyrighted materials. The University Libraries offer reserves services to support the educational mission of the University.

Instructors seeking to use copyrighted materials in their course reserves are responsible for compliance with copyright law, including fair use (see reverse for more information).

The University Libraries reserves the right to refuse to place items on reserve or to remove materials from reserve in order to comply with applicable law.

Additional information about copyright, including resources for assistance with copyright questions, may be found on the back side of this form.

Instructor’s Signature: __________________________________________________________

*Your signature indicates your awareness of copyright law and your certification that the materials you are placing on reserve are in compliance with the law.*
What Is Copyright?

From the U.S. Copyright Office: “Copyright is a form of protection provided by the laws of the United States (title 17, U. S. Code) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works... It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 122 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of “fair use,” which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a “compulsory license” under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions.”

What rights does copyright provide?
Copyright provides copyright holders with a set of exclusive rights, including the ability to:

- reproduce (copy) the work
- make derivative works (turn your book into a movie)
- distribute, sell, rent and/or lease copies of the work
- perform or display the work publicly

Copyright holders may be someone other than the original author or creator. Some authors/creators transfer some or all of their copyright to other entities in exchange for having their work published, produced or distributed. Employers may also assert that a work is made under "work for hire" circumstances and thus claim some or all copyrights.

What is and is not protected?

- Copyright protects creative works that have been fixed in some tangible form of expression.
- Creative works may include literary works, musical works, dramatic works, choreographic works, motion pictures, sound recordings, architectural works, visual art, and computer programs.
- In order to be protected, works must have some element of creativity. Blank forms or "common property" information sources such as calendars or phonebooks are not protected.
- Symbols, slogans, and names are covered by other areas of intellectual property law such as patents and trademarks.
- Works that are not protected by copyright or other laws are said to be in the public domain.

Additional Information

- Copyright Law of the United States – Available online from the U.S. Copyright Office: http://copyright.gov/title17
- Copyright Matters – List of resources provided by UNM’s Office of University Counsel: http://counsel.unm.edu/resources/copyright-matters.html
- copyrighthelp@unm.edu - Email your copyright questions to UNM Libraries staff (information and collegial consultation, not legal advice)