



# Saint Louis University Libraries ERes Request Form

## General Instructions:

In addition to this form, please fill out the attached **Checklist for Fair Use** to verify that **all copyrighted** materials submitted weigh in **favor** of fair use guidelines. The library staff reserves the right to refuse any materials for Reserve that weigh towards opposing fair use.

*Remember to include bibliographic information for all copyrighted materials*

**Books:** author, title, publisher, year and exact page numbers

**Journals:** title of journal, volume, issue, year and exact page numbers

Today's Date \_\_\_\_\_

Date Materials Needed \_\_\_\_\_

(Allow a minimum of 5-7 business days at the beginning of each term)

Semester/Term \_\_\_\_\_

Instructor's Name \_\_\_\_\_  
*Title First Last*

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Department \_\_\_\_\_

Course Number and Section \_\_\_\_\_

Course Title \_\_\_\_\_

Course Password \_\_\_\_\_ (create a password that your students will use to access your course page. If no password is given, the Reserve Staff will create one and notify you via e-mail or phone. **You are responsible for giving your students this password**) Do not use spaces in the password. Passwords are **not** case sensitive.

### **Please check one:**

This request is **new** for the semester listed \_\_\_\_\_

This request is an **addition** to materials already on ERes \_\_\_\_\_

**Note:** After the materials are placed on ERes, your copies will be returned via Inter-Office Mail.

# CHECKLIST FOR FAIR USE

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Project: \_\_\_\_\_

Institution: \_\_\_\_\_ Prepared by: \_\_\_\_\_

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## PURPOSE

### *Favoring Fair Use*

Teaching (including multiple copies for classroom use)  
Research  
Scholarship Nonprofit Educational Institution  
Criticism  
Comment  
News reporting  
Transformative or Productive use (changes the work for new utility)  
Restricted access (to students or other appropriate group)  
Parody

### *Use Opposing Fair Use*

Commercial activity  
Profiting from the use  
Entertainment  
Bad-faith behavior  
Denying credit to original author

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## NATURE

### *Favoring Fair Use*

Published work  
Factual or nonfiction based  
Important to favored educational objectives

### *Opposing Fair Use*

Unpublished work  
Highly creative work (art, music, novels, films, plays)  
Fiction

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## AMOUNT

### *Favoring Fair Use*

Small quantity  
Portion used is not central or significant to entire work  
Amount is appropriate for favored educational purpose

### *Opposing Fair Use*

Large portion or whole work used  
Portion used is central to work or "heart of the work"

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## EFFECT

### *Favoring Fair Use*

User owns lawfully acquired or purchased copy of original work  
One or few copies made  
No significant effect on the market or potential market for copyrighted work for use of the copyrighted work  
No similar product marketed by the copyright holder  
Lack of licensing mechanism

### *Opposing Fair Use*

Could replace sale of copyrighted work  
Significantly impairs market or potential market for copyrighted work or derivative  
Reasonably available licensing mechanism  
Affordable permission available for using work  
Numerous copies made  
You made it accessible on Web or in other public forum  
Repeated or long-term use.