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Course Reserves - Georgia State University Library - Windows Internet Explorer

http://www.library.gsu.edu/reserves/form.asp

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Course Reserves - Georgia State University Library

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Georgia State University Library

Find Information Library Services

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### Electronic Reserves Request Form

Before submitting a reserves request, you must determine under what circumstances each item can be placed on electronic reserves.

1. Check to see if the library already has a license for the electronic version by using the [Electronic Journal Locator or ELL](#) for a book. If you would like help determining if an item is licensed, please send the citation to [libref@langate.gsu.edu](mailto:libref@langate.gsu.edu).
2. Determine if the item is in the public domain. Books published prior to 1923, and government documents fall into this category. Some items are released under a Creative Commons copyright that may permit course use - you must read the license to determine if that is a permitted use.
3. Use the Board of Regents Fair Use Checklist to determine if you use of the item for course is considered fair use. Print and save a copy of the completed checklist for your records.
4. If none of the above options apply, obtain permission to use the item from the copyright holder (generally the publisher). Evidence of permission must be submitted to the library with your reserves request.

You may not submit second generation copies to be placed on physical reserve.

You must provide complete bibliographic information for all material that you are submitting.

I agree to follow the copyright guidelines established by the Board of Regents of the University System of Georgia.

I Agree

Personal Information

Instructor: Cynthia Hall

Department: Office of Legal Affairs

Work Phone: 404-413-0500

Email: [legsth@langate.gsu.edu](mailto:legsth@langate.gsu.edu) [edit] [logout]

If you are not Cynthia Hall, click here.

Done

Internet 100%

PLAINTIFF'S EXHIBIT  
37  
4-23-09 JIS  
PENGAO 800-631-8989

Copyright Policy | Fair Use Checklist | USG Copyright | Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.usg.edu/copyright/fair\_use\_checklist/

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**University System of Georgia Copyright Policy**  
 "Creating A More Educated Georgia"

Copyright Policy

[Copyright Policy](#)

[The Fair Use Checklist](#)

[Fair Use Checklist](#)

[Additional Resources](#)

[Comments](#)

[Select Committee on Copyright](#)

## Fair Use Checklist

Download the fillable [Fair Use Checklist \(PDF\)](#)

Revised for use by the University System of Georgia, based upon the Copyright Advisory Office at Columbia University's "Fair Use Checklist", <http://www.copyright.columbia.edu/fair-use-checklist>

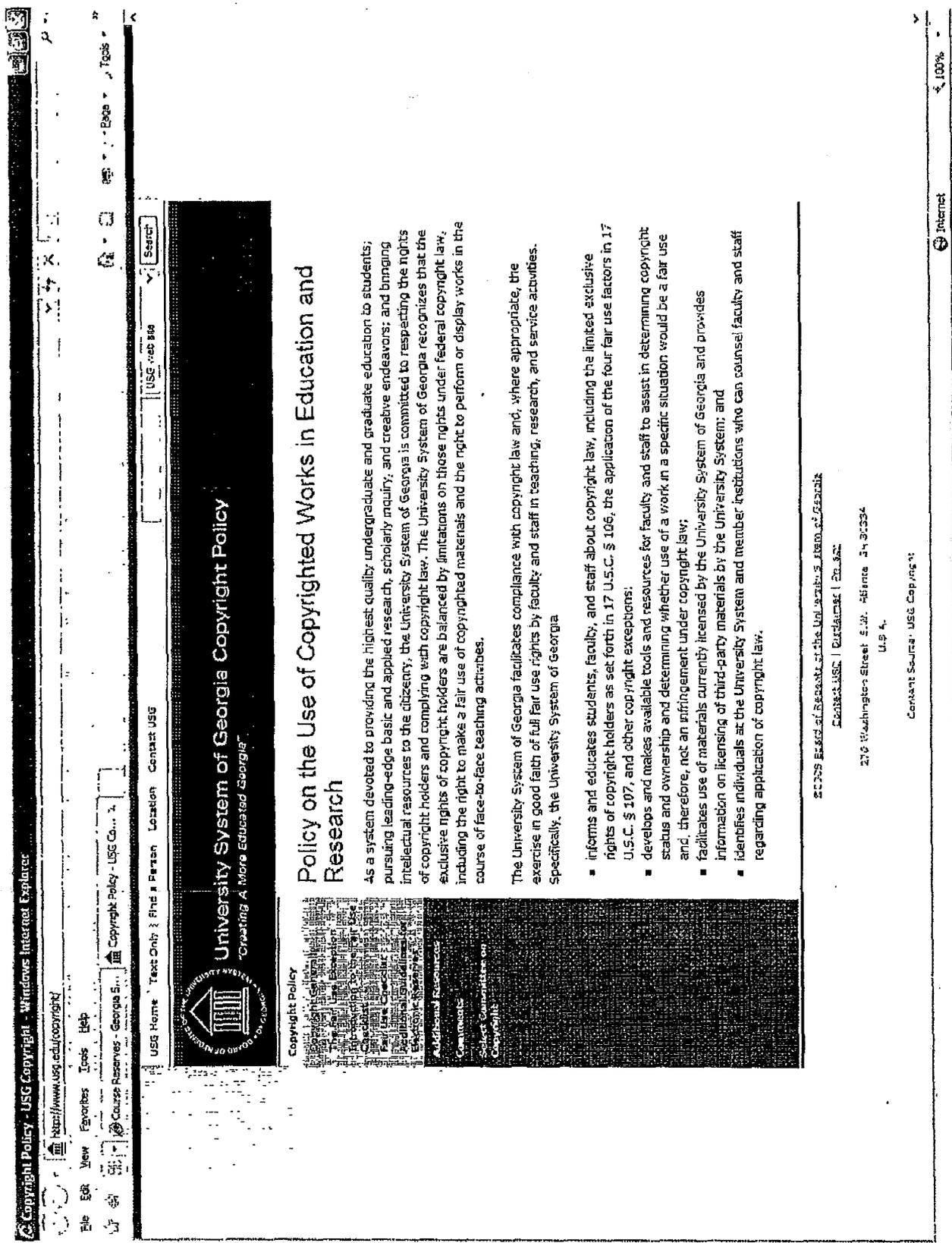
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 U.S.A.

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# University System of Georgia Copyright Policy

Creating A More Educated Georgia™

## Policy on the Use of Copyrighted Works in Education and Research

As a system devoted to providing the highest quality undergraduate and graduate education to students; pursuing leading-edge basic and applied research, scholarly inquiry, and creative endeavors; and bringing intellectual resources to the citizenry, the University System of Georgia is committed to respecting the rights of copyright holders and complying with copyright law. The University System of Georgia recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

The University System of Georgia facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, the University System of Georgia

- informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- facilitates use of materials currently licensed by the University System of Georgia and provides information on licensing of third-party materials by the University System; and
- identifies individuals at the University System and member institutions who can counsel faculty and staff regarding application of copyright law.

STACY BEARD, Director of the University System of Georgia  
Copyright Policy | Copyrights | 2013  
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U.S.A.  
Contact Source: USC Copyrights



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Find Information  
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### Electronic Reserves Request Form

**Cart Information**  
 Number of items: 0  
[Add Item to Cart](#)

**Personal Information:**  
 Instructor: Cynthia Hill  
 Department: Office of Legal Affairs  
 Work Phone: 404-413-0500  
 Email: [cgch@langate.gsu.edu](mailto:cgch@langate.gsu.edu)  
[\[ edit \]](#) [\[ logout \]](#)  
 If you are not Cynthia Hill, click here

**Course Information:**  
 Course Name: Test Course  
 Course Number: 12345  
 This request is for: Summer 2009  
 Additional Instructors: Professor Test  
[\[ edit \]](#)

What kind of request would you like to make? Click on the tabs above or the links below. Once you fill out the request form, please click submit.  
 (Note that request form information cannot be saved for later use.)

**Print Reserves** (Hardcopies of books to be put on reserve for 2-hour, 3-day, or 7-day checkouts)

- Books (hard copy)
- Media Reserves
- Videos for use in the Media Center
- Audio for use in the Media Center

**Electronic Reserves** (From a book or journal article or class notes) which we will make available electronically via your password-protected electronic reserve course page.

- Electronic versions of Journal Articles
- Parts of books
- Course notes, exams, problem sets, etc. to which you own the copyright
- Digital audio files (audiobooks)

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[Library Services](#)

### Electronic Reserves Request Form

**Cart Information**  
 Number of items: 0  
**Add Item to Cart**

**Personal Information:**  
 Instructor: Cynthia Hall  
 Department: Office of Legal Affairs  
 Work Phone: 404-413-0500  
 Email: [lsgcath@library.gsu.edu](mailto:lsgcath@library.gsu.edu)  
[edit](#) | [logout](#)

**Course Information**  
 Course Name: [ ]  
 Test Course: [ ]  
 Course Number: 12345  
 This request is for Summer 2009  
 Additional Instructors: Professor Test  
[edit](#) | [logout](#)

**Print: Book**  
 All bold fields are mandatory.  
 Library owned?  YES  NO  
 Date to be dropped off: [ ]  
 (fill out if NOT library owned) [show calendar](#)

Call Number: [ ]  
 Author: [ ]  
 Title: [ ]  
 Place of Publication: [ ]  
 Publisher: [ ]  
 Edition: [ ]  
 Date: [ ]  
 Number of Copies: [ ]  
 Check Out Period:  2 Hours  3 Days  7 Days

[Add to Reserves Cart](#) [Clear Form](#)

### Electronic Reserves Request Form

**Cart Information**  
 Number of items: 0  
 Add Item to Cart

**Personal Information**  
 Instructor: Cynthia Hill  
 Department: Office of Legal Affairs  
 Work Phone: 404-413-0590  
 Email: lagcr.h@angate.gsu.edu

**Video**  
 All bold fields are mandatory.  
 Library owned?  Yes  No  
 Date to be dropped off:   
 Full and exact title/course:

Videos to be placed on reserve for viewing in the media center.

- Media Reserves must be used in-house on the media center floor on the second floor of Library South unless the instructor placing the item on reserve requests otherwise.
- Media Reserves may be from the library collection or may be personal copies. No second generation copies will be accepted.

Call Number:   
 Director:   
 Title of Print:   
 Place of Publication:   
 Publisher:   
 Date:   
 Other Payment Information:

**Course Information**  
 Course Name:   
 Test Course:   
 Course Number: 12345  
 This request is for Summer 2009  
 Additional Instructor:   
 Professor Test:

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**UNIVERSITY LIBRARY**  
 Library Services  
 Home > Library Services > Course Reserves > Electronic Reserves Request Form

### Electronic Reserves Request Form

#### Cart Information

Number of Items: 0  
 Add Item to Cart

#### Personal Information

Instructor: Cynthia Hall  
 Department: Office of Legal Affairs  
 Work Phone: 404-413-0500  
 Email: legch@langate.gsu.edu  
 [edit] [logout]

#### Course Information

Course Name: Test Course  
 Course Number: 12345  
 This request is for Summer 2009  
 Additional Instructors: Professor Test

#### Audio: Hard Copy

All bold fields are mandatory.  
 Library owned?  Yes  No  
 Details (is dropped off? call, etc.) (NOT library course):

- Library owned or personally owned media items may be placed on reserve. Second generation copies of media materials will not be accepted.
- Physical copies ordered and audio reserves must be used in-house, unless otherwise requested by the instructor.

Call Number:

Composer:

Title of Work:

Reprint(s):

Track Number(s) (if CD):

Place of Publication:

Publisher:

Date:



### Electronic Reserves Request Form

**Cart Information**  
 Number of Items: 0  
 Add Item to Cart

**Personal Information**  
 Instructor: \_\_\_\_\_  
 Course: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Office of Legal Affairs  
 Work Phone: 404-413-0563  
 Email: [legcath@campus.gsu.edu](mailto:legcath@campus.gsu.edu)

**Course Information**  
 Course Name: \_\_\_\_\_  
 Text Course: \_\_\_\_\_  
 Course Number: 123-56  
 This request is for Summer 2003  
 Additional Instructor: \_\_\_\_\_  
 - Professor Test

**Electronic Book**  
 All bold fields are mandatory.  
 Library owned?  Yes  No  
 Date to be dropped off: \_\_\_\_\_  
 Copyright year: \_\_\_\_\_

**This item can be placed on:**  
 The library already licenses this item.  
 I falls under fair use according to the Fair Use Checklist. Completed (please one)  
 It is public domain or allowed under a Creative Commons license  
 I obtained permission from the copyright holder

**Call Number:** \_\_\_\_\_  
**Author:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Place of Publication:** \_\_\_\_\_  
**Publisher:** \_\_\_\_\_  
**Editor:** \_\_\_\_\_  
**Year of Publication:** \_\_\_\_\_  
**Chapter or Page Numbers:** \_\_\_\_\_

Please note that documents violating copyright and copyrighted items submitted without complete citations will not be posted.



### Electronic Reserves Request Form

**Cart Information**  
 Number of Items: 0  
 Add Item to Cart

**Audio: Streaming**  
 All bold fields are mandatory.  
 Library owned?  Yes  No  
 Date to be dropped off:

**Personal Information**  
 Instructor:   
 Cynthia Hall  
 Department:   
 Office of Legal Affairs  
 Work Phone: 404-413-0500  
 Email: lrpcah@langate.psu.edu  
 IP: 72.14.222.104

**Course Information**  
 Course Name:   
 Test Course:   
 Course Number: 123-45  
 This request is for: Summer 2009  
 Additional Institutions:   
 Professor Test:

**Call Number**:   
**Composer**:   
**Title of Work**:   
**Movement**:   
**Track Number of CD**:   
**Place of Publication**:   
**Publisher**:   
**Date**:

**Audio: Streaming**  
 Audlet: Streaming

**Library owned?**  Yes  No  
 Data to be dropped off:

Libra... owned or personally owned media items may be placed on reserve. Second generation copies of media materials will not be accepted.  
 Audio materials that are submitted for streaming will be password protected and available 24/7 with internet access. Streaming files require QuickTime which can be downloaded for free from <http://www.apple.com/quicktime/>.

This item can be placed:  
 on electronic reserve because [choose one]  
 it is public domain or allowed under a Creative Commons license  
 copyright permission from the copyright holder