

**PLEASE ALLOW UP TO 2 BUSINESS DAYS' PROCESSING TIME
BEFORE DIRECTING STUDENTS TO MEDIA COLLECTION RESERVE MATERIALS**

SAN DIEGO CITY COLLEGE LRC

Request to Place Materials on Media Collection Reserve

1. Instructor name (print): _____
2. Department: _____
3. Telephone/Email: _____
4. Course number: (e.g., Speech 103) _____
5. Date dropped off to ILC personnel: _____
6. How long will media be left on reserve? *Please check one:*
Entire Semester _____ Permanent _____ Other (Start & End Dates: _____)
7. How will media be returned to you at the end of the time period? Sent to your mailbox _____ You pick up _____
8. Please describe the materials to be put on reserve by filling out the table below:

Material Type: (circle one)	Title:	# of Pieces:	OFFICE USE ONLY
			LC Call No:
Audiotape, CD-ROM, DVD, Videotape, Other _____			
Audiotape, CD-ROM, DVD, Videotape, Other _____			
Audiotape, CD-ROM, DVD, Videotape, Other _____			
Audiotape, CD-ROM, DVD, Videotape, Other _____			

**Please note that all materials put on Media Collection Reserve
will have labels and a barcode affixed to the case for shelving and tracking purposes.**

Responsibility Statement for Copyright and Captioning Compliance:

I assume full responsibility for compliance with copyright (Title 17 U.S. Code) and captioning laws (Section 508 of Rehabilitation Act of 1973, as amended) required for all these media items to be placed on reserve. **See back of form for more information.**

 Instructor's signature: _____ Date: _____

FOR ILC STAFF USE ONLY

Comments:

Staff Name:

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Responsibility for Copyright and Captioning Compliance of Video Materials

Those individuals who put items on media collection reserve are responsible for complying with all federal, state, local and district requirements regarding copyright and captioning. The following resources provide further information on these topics, but do not necessarily represent all applicable legal points.

Technology, Education and Copyright Harmonization (TEACH) Act

American Library Association. (n.d.) *Technological Requirements of the TEACH Act*. Retrieved Feb. 1, 2006 from <http://www.ala.org/ala/washoff/WOissues/copyrightb/distanceed/teachdrm.pdf>
Institutions are required to make a good faith effort to employ technological measures that are available and suitable in order to take advantage of the TEACH exemptions. In summary, TEACH requires the use of technology to reasonably:

- limit access to copyrighted works to students currently enrolled in the class
- limit access only for the time period necessary to complete the class session
- prevent further copying of copyrighted works
- prevent further distribution of copyrighted works

Fair Use

U.S. Copyright Office. (2005, December). *Fair Use*. Retrieved Feb. 1, 2006, from <http://www.copyright.gov/fls/fl102.html>

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered “fair,” such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

- the purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- the nature of the copyrighted work
- amount and substantiality of the portion used in relation to the copyrighted work as a whole
- the effect of the use upon the potential market for or value of the copyrighted work

Section 508 Rehabilitation Act of 1973, amended 1998

Section 508. Retrieved Aug. 31, 2009 from <http://www.section508.gov/index.cfm>.

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. California Government Code 11135(d)(2) accepted the provisions of the amended Rehabilitation Act, therefore the California Community Colleges must also comply with its provisions. See Section 508 Subpart B for technical standards that cover software, web sites, telecommunications products, and video/multimedia.