

Minot AFB Library Printing Information

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Poster Printing

To submit a print request, bring an electronic copy of your document to the library on a disc or thumb drive or e-mail it to mafblibrary@gmail.com together with your size and paper selections. Expect some dialog with the Library staff, especially if your request requires any resizing. If your request is urgent, call 701-723-3344 or visit in person.

Pay in cash for your print according to the prices below. Special arrangements may be possible for the use of credit cards, but they are complicated and time consuming. Contact the Library in advance if a credit card is the only payment option.

Paper Size	Glossy	Matte
24x36	\$26.00	\$23.00
24x18	\$13.00	\$11.50
24x12	\$9.00	\$8.00
Irregular	\$0.75/Inch	\$0.65/Inch

Please note:

- Preferred file types: .pub, .jpeg, .jpg, .png
 - We can print other file types, but it may take extra time to perform conversions.
- Some files are too small to be blown up to a poster size without losing fidelity, so to ensure a good print, provide a high quality image.
- Visit in person if you think your file might require a lot of manipulation to fill your requirements.
- Images that are entirely or almost entirely color, such as posters with colored backgrounds or photo images, can only be printed on glossy photo paper because the high amount of toner used would make the matte paper too damp.

- The poster printer paper is 24 inches wide. You can print images with smaller dimension to fit, for example, a 20x30 picture frame, but our pricing is by inch of the 24 inch paper, and you would have to cut it to size. In other words, a 20x30 print would cost the same as a 24x30 print.
- Due to the printer's own restrictions, the minimum printable height is 12 inches.

COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The Base Library reserves the right to refuse to print any images that a staff member identifies as copyrighted unless you can supply a valid license that allows duplication and, if applicable, modification. The Library staff will help you select legal images. Ultimately, however, the Library staff does not have the man-hours to devote to researching every image we print, so you, as the provider of the images, must accept responsibility for any copyright violation associated with the print you request. For more information, see the copyright section below.

Copyright Basics

COPYRIGHTED CONTENT

Copyright Law in the U.S. is governed by 17 U.S.C. §§ 101-1101 and by court decisions.

Copyright reserves for creators certain rights concerning how their work can be used, namely its reproduction, the creation of works derived from their work, the distribution of copies, and public performance or display.

To be eligible for copyright, the work must be original and in a fixed medium of expression and must fall under one of the following categories: literary, musical, dramatic, choreographic or pantomime, pictorial, graphic, sculptural, motion picture, audio-visual, architectural or sound recording.

The creator does not have to register copyright to have it.

NOT COPYRIGHTED CONTENT

Other works are exempt from copyright because of their nature, because of their age and how copyright law worked back when they were created, or because the creator choose to renounce their copyrights. These works are referred to as being "in the public domain).

Works that are in the public domain because of their nature include ideas, procedures, methods, systems, processes, concepts, principles, discoveries, titles, names, short phrases, slogans, familiar symbols and designs, lists of ingredients, anything that is not in a fixed medium (like an improvised performance that was not recorded), commonly available information, useful objects (like tools and replacement parts), and works created by the U.S. government. That doesn't necessarily mean you can use any of the above. Some work (especially names, slogans, symbols, and designs) can be trademarked or patented, and some work of the U.S. government is subject to other protective laws or is copyrighted by the creator if the government created it in association with a non-governmental entity.

Works that have lost their copyright status include:

All works published in the United States before 1924. In 2020, the year in question will be 1925, and so on up to 1977 when copyright law changed

Works published before 1964 that did not have their copyright renewed during their 28th year of publication

Works published before 1989 that lacked a copyright notice upon first publication and were not subsequently registered within 5 years (many picture postcards from the 1930s are in the public domain due to this rule)

Works that the creator has specifically dedicated to the Public Domain

You can reproduce, modify, distribute, or publically perform or display a work that is in the Public Domain without permission. Your reproduction, modification, or display may or may not be copyrightable; it depends on how much creativity you put into it.

Unpublished works are subject to different rules than published works. The copyright period for unpublished works is the life of the author plus 70 years or, for works of unknown or corporate authorship, 120 years from creation.

CREATIVE COMMONS LICENSING

The online world has a lot of creators who want to share their content but don't necessarily want to dedicate it to the public domain. Creative Commons licensing was created to allow this. The creator can include a Creative Commons License when they post their work online that lets everyone else know what they have permission to do with the work. There are several different Creative Commons licenses available including Attribution (you can copy/distribute/modify as long as you credit the creator), Attribution-ShareAlike (you can copy/distribute/modify as long as you credit the creator

AND license your resulting work under an Attribution-ShareAlike license), Attribution-NoDerivs (you can copy/distribute as long as you credit the creator but you can't modify or create derivatives), Attribution-NonCommercial (you can copy/distribute/modify as long as you credit the creator and don't use the work commercially or allow your derivative to be used commercially), and combinations of the above limits.

FAIR USE

Some uses of copyright material are allowed under the "Fair Use" section of copyright law. The problem is that, legally, only a court of law can determine what is fair use, so you have to make a "good faith determination" as to whether or not your use is fair and be prepared to defend it in court if the copyright holder finds out about your use and disagrees.

There are four factors which are used together to determine fair use: the purpose or character of the use, the nature of the copyrighted work, the amount or portion of the copyrighted work used, and the effect the use has on the market or value of the copyrighted work.

Purposes that count in favor of your use include (but are not limited to) educational, criticism, comment, parody, news reporting, transformative or productive use, and a use that has restrictive access (like personal use). Purposes that don't favor fair use include commercial, entertainment, profit, denying credit, and so on.

Natures of the work that favor a fair use determination include published works, nonfiction, and important to educational objectives. Natures of the work that don't favor fair use are unpublished, highly creative, and fiction.

When it comes to the amount factor, smaller amounts are favored, but if the actual selection is considered central to the work, fair use is not permitted.

The final factor, the effect on the market or value, primarily deals with whether or not your use might cause people to fail to purchase the copyrighted work when they otherwise would have. It is considered favorable to a fair use determination if you own a legally acquired or purchased copy of the work and if your use won't make a significant impact on the market or potential market for the work. They also look at how long term your use is, how many copies you made, and how available the copyrighted work is. For an example on the last point, copying from an out-of-print and rare work would be more favorably viewed than copying from a current best-seller.

All four factors are used together, so just because your use is favorable in terms of one factor does not mean that your use is covered under fair use. On the other hand, your use might still fall under fair use even if one or even two factors are not in your

favor. Looking at case law and fair use determinations can give you a better idea of what is and isn't allowed. The U.S. Copyright office offers a Fair Use Index that allows users to look at some of what has and has not been declared by the courts to be fair use. You can access it at: <https://www.copyright.gov/fls/fl102.html>

You can find out more information using the links below:

<https://www.copyright.gov/> US Copyright Office

<https://fairuse.stanford.edu/> Stanford University Library Copyright and Fair Use site

<https://copyright.cornell.edu/> Cornell University Library Copyright Information Center

<https://guides.nyu.edu/copyright/images> New York University's Copyright: Using Images page