When an on-site visit is impossible or impractical, the Julian P. Kanter Political Commercial Archive may agree to create compilations of Archive materials to be used off-site. Below is the Archive’s policy regarding off-site use of its materials for research purposes. If a request involves using Archive material in a production or publication and a screening copy is not needed, please refer to the Publication policy.

SUBMITTING A REQUEST: The Archive reserves the right to approve or deny any request for off-site use of Archive materials. No request for use will be considered until the appropriate information has been submitted. It is needed to help Archive staff determine if and how your request may be fulfilled, to determine any fees that may be charged, and to aid in preparation of necessary forms if your request is approved. We do not share this information. Please submit the following:

- **Contact information**: Name, a complete residential or business address where a FedEx package could be received, email address, telephone number, and fax number if available
- **Organizational affiliation**: any organization you are affiliated with in regards to this research request (educational institution, corporate entity, media company, political group, or if you are an independent professional researcher) and your title. Students should indicate whether they are at the undergraduate or graduate level.
- **Description of the candidates and/or ads you are interested in**: Please be as specific as possible. It is particularly helpful if you can create a list of ads that includes titles and ID numbers from our online catalogue.
- **Description of your project**: Please describe your research and/or project. Include details on how the Archive’s materials will be used.

LOAN TERMS: The Archive cannot provide permanent copies of the ads from our collection, as we do not own copyright to any of the materials; instead, like a library, we provide loan copies.

- Upon approval of a research request, Borrowers are required to sign a formal loan agreement, which stipulates among other things that the Archive’s materials will not be duplicated, posted online, further loaned, or used/distributed in other unauthorized ways. Archive staff will provide the specifics of this agreement if an off-site research request is approved.
- Loan duration is 30 days, and all materials must be returned to the Archive by the end date of the loan at the Borrower’s expense.
- The individual whose name is on the loan agreement must be one who is legally authorized to enter into such contracts on behalf of themselves and/or any other entities listed in the contract.
- Borrower must also pay the full amount of the loan fee (see “Fees” below).

UNAVAILABLE ADS: The only ads not available for approved off-site research purposes are as follows:

- Ads that are restricted by the original donors
- New ads that have not yet been processed to preservation copies
- Ads from political candidates engaged in an active campaign at the time of the request (other than a candidate’s own material, to the candidate him/herself).
- **Archive materials may not be used in any capacity to disparage or embarrass candidates or producers of the commercials it preserves.**

FORMAT: Commercials from the Archive cannot be emailed to Borrowers, posted to the Internet for Borrower download, or otherwise distributed online. Ads can be provided as follows:

- Video materials will be provided on DVD.
- Audio materials will be provided on CD.
- Still images may be provided digitally on data CD (as JPGs or TIFFs) or in print format.
  - Please note that because still images are captured from video, rather than scanned, we cannot guarantee the images’ size or resolution.
- **All materials requested for any research purposes will be provided with the Political Communication Center’s watermark visible.**

NUMBER OF ADS: The general guidelines for off-site viewing limits the number of ads provided to no more than 20 per DVD or CD, with no more than 5 spots from any one candidate.
**COPYRIGHT:** The Julian P. Kanter Political Commercial Archive holds no copyright or any other rights to the materials in its collection, and can confer no permissions for use to the Borrower. It is the Borrower’s responsibility to secure permissions for use from the copyright holder.

- The Archive does not maintain information on the copyright holders for the commercials in its collection. Staff may provide what information is available on the organization that paid for or agency that created a given ad, but these are not the guaranteed copyright holders, and this information is not available for all ads in the Archive. Staff are unable to provide any further assistance in copyright research.

**ACADEMIC USE:** For the purposes of our Archive, an academic institution is an educational institution that grants degrees and issues diplomas or other certification. For your request to be considered an “academic” request, you must be able to demonstrate affiliation as a student (please specify graduate or undergraduate), faculty or staff member at such an institution.

- Undergraduate students must have the academic use of the materials verified by a faculty member at their institution. This verification may come in the form of a letter on official stationery, or an email from a verifiable educational email account.
- It is the policy of the Archive to provide routine on-campus usage at no charge to University of Oklahoma students, faculty and staff who wish to use the materials for classroom or research use. Professors must verify student classroom presentations and/or research assignments. Such use is generally free of charge but is subject to the general terms and conditions of the Archive’s academic research use agreement.

**SCREENING COPIES:** If an off-site research compilation is being requested as a screening copy for production or publication purposes, once material from the screening reel is selected for use the borrower must complete a separate publication use agreement (including a separate publication use fee) and demonstrate permission for use from the copyright holders in order to receive a non-watermarked copy of the ad(s). Please refer to our Publication policy for details.

**FEES:** The fees the Archive charges are rental fees only; as the Archive holds no rights to the materials in its collections, payment of fees confers no rights or licensing to the Borrower. All fees go to maintain the collection and its associated equipment. Fees for off-site research use are as follows:

- Academic research: $100 per group of 1-20 commercials, plus shipping
- Non-Academic research: $375 per group of 1-20 commercials, plus shipping

Payment is accepted via check, money order, or credit card. Processing on an order will begin once payment has cleared.

- Credit cards accepted include Visa, MasterCard, and American Express.
- Please contact Archive staff via telephone to provide card information (name on card, billing address, credit card number, and expiration date) – please do NOT provide this information via email, as we cannot guarantee its security.
- Credit card information is not retained by the Archive; it is destroyed via cross-cut shredding once a transaction has been successfully processed.

**SHIPPING:** Shipping is generally provided via FedEx, though UPS may be used if preferred.

- Shipping charges are $20 per tape or DVD.
- Shipping is provided via FedEx 2-Day Ground unless otherwise specified. If overnight shipping is requested, additional charges may apply.
- Shipping charges may be waived if a Borrower provides Archive staff with his/her own FedEx or UPS account number for use.
- Shipping charges apply to outgoing materials only. Borrower is responsible for shipping expenses for the return of loaned materials.

**TURNAROUND TIME:** Processing on an order will not begin until loan agreement forms have been completed and payment has cleared. Once processing begins, Archive staff will attempt to complete orders within 10 working days. The minimum turnaround time for an order is 48 hours (rush charges may apply) but this is dependent on the number of ads requested, and does not include duration of shipping.