Off-Site Publication Requests

When an on-site visit is impossible or impractical, the Julian P. Kanter Political Commercial Archive may agree to compile a DVD of Archive material for off-site viewing. If your request involves material for research only, including screening reels, please refer to the Off-Site Research Information.

To submit requests please use the request form. Requests cannot be processed without all complete information, this determines how the request will be handled, what fees may be applicable and determines necessary paperwork. **We do not share any information.**

### Availability

Availability of material may be affected by donor restrictions. Ads from actively campaigning political candidates are not loaned during the campaign with the exception of to the candidate. Archive material may not be used to disparage or embarrass candidates or producers. General limitations are 20 spots per DVD or CD with no more than 5 per any one candidate.

### Format

Research material is visibly watermarked. Material from the archive may not be emailed, posted to the Internet or otherwise distributed online. Video material is provided on DVD or Beta SP and audio on CD. Still images are provided as a JPG or TIFF on CD or in print. Still images are captured from video so the archive cannot guarantee image size or resolution.

### Copyright

The Archive holds no copyright or any other rights to the material in its collection therefore can confer no permissions for use to the Borrower. It is the responsibility of the Borrower to secure permissions for use from the copyright holder. The Archive does not maintain copyright information for the collection. Staff will provide what information is available but is unable to provide copyright research.

### Fine Print

The Archive, like a library, does not provide permanent copies of material but provides loan copies that must be returned in 30 days. The Borrower is responsible for return shipping costs. Borrowers are required to sign a loan agreement stipulating loan material will not be duplicated other than specified by the contract, posted online, further loaned or used/distributed in ways outside the terms of the loan agreement. The individual signing the loan agreement must be legally authorized to enter into such contracts on behalf of themselves and/or the entity named in the contract. The loan fees must be paid in full before processing will begin. Upon completion of the loan agreement and handling of fees, normal processing time is 10 working days. Rush orders are possible depending on the size of the order but may result in additional charges.
Fees
Loan fees to the archive are for the temporary loan of the material and are used to maintain the collection and equipment.

- Ads up to 30 seconds long - $375 per ad plus shipping
- Ads from 31 seconds – 15 minutes - $625 per ad plus shipping
- Ads longer than 15 minutes - $750 per ad plus shipping

The Archive accepts Visa, MasterCard, American Express, checks or money orders. DO NOT send credit card information by email, contact staff by phone.

Shipping
Shipping is provided via FedEx 2-day Ground for $20.00 unless otherwise specified. Return shipping is the Borrowers responsibility.