

The Carl Albert Center Congressional Archives Terms of Use Policy

Drafted: 2016 September 15 by Rachel Henson, Archivist II

Updated: 2021, 2022, 2023 April 29 by JA Pryse, Senior Archivist III

Terms of Use for Objects from the Digital Collections of the Carl Albert Congressional Studies and Research Center:

- Published and unpublished materials may be protected by Copyright Law (Title 17, U.S. Code). Any copies of published and unpublished materials provided by the Carl Albert Center archives are for research, scholarship, and study purposes only.
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Citing Resources from the Carl Albert Center Collections

For citations in published or unpublished papers, sound, moving image, photography, or any digital object herein, this repository should be listed as the Carl Albert Congressional Research and Studies Center or Carl Albert Center Julian P. Kanter Political Commercial Archive.

Example of a proper citations:

Example #1: *James R. Jones, Olivia Jones, Geoffrey Jones, Adam Jones and three people at a Christmas Party. Autographed, 1976. James R. Jones Collection, CAC_CC_109_11_6_0000_1205. Carl Albert Center Congressional and Political Collections. https://arc.ou.edu/repositories/3/archival_objects/554082*

- **Title of Photograph:** *James R. Jones, Olivia Jones, Geoffrey Jones, Adam Jones and three people at a Christmas Party. Autographed, 1976*
- **Collection:** *James R. Jones Collection*
- **Collection Identifier:** *CAC_CC_109_11_6_0000_1205*
- **Repository:** *Carl Albert Center Congressional and Political Collections*
- **Web address:** *https://arc.ou.edu/repositories/3/archival_objects/554082*

Example #2: *Jones for Congress - Arnold-Jones, Janice, January 12, 1971. United States House of Representatives, P-1108-33687. Carl Albert Center Julian P. Kanter Political Commercial Archive . https://arc.ou.edu/repositories/6/archival_objects/701252*

- **Title of Video:** *Jones for Congress - Arnold-Jones, Janice, January 12, 1971*
- **Collection:** *United States House of Representatives*
- **Collection Identifier:** *P-1108-33687*
- **Repository:** *Carl Albert Center Julian P. Kanter Political Commercial Archive*
- **Web address:** *https://arc.ou.edu/repositories/6/archival_objects/701252*

Note: Permission may be granted upon request for one time non-exclusive use of photographic or digital images for publication or exhibition. If the images are to be used for commercial purpose, a use fee will be charged.

GENERAL TERMS AND CONDITIONS

Purpose of Use. The Borrower agrees that the Materials identified above shall be used exclusively for the specified purpose. Any other use is strictly prohibited.

Authority. The undersigned for **Requestor** represents and warrants (s)he is authorized to execute this Agreement on Borrowers behalf and that the Agreement is enforceable in accordance with its terms and conditions.

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IMAGE USE AND FEES

Imaging licensing and use Fees:

Commercial - \$85.00 per image

Non-Profit - \$35.00 per image

Educational - *waived*

Exceptions to fees

The Carl Albert Center reserves the right to waive use fees for the use of photographs by the Oklahoma news media in newspaper articles, newscasts, or noncommercial documentaries. In-state nonprofit organizations may also qualify for the waiver. Waiver requests must be in writing. Please include your federal or state tax identification number. Proof of credit must be supplied before a fee can be considered for waiver.

TERMS AND CONDITIONS - Julian P. Kanter Political Commercial Collection

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POLITICAL COMMERCIAL USE, FEES, AND PUBLICATION

Please review the Collection terms of use and access information [Kanter Publication and Terms of Use Agreement](#).

Academic Use of Materials \$100 per groups of 20 commercials (40 commercials = \$200.00)

For the archive's purposes, an academic institution is an educational institution that grants degrees and issues diplomas or other certifications. Patrons making "academic" requests must demonstrate affiliation as a student (please specify graduate or undergraduate), faculty, or staff member at such an institution.

Non-Academic Use of Materials \$100 per groups of 20 commercials

Requests for non-academic or commercial use will be evaluated on a case-by-case basis.

Loan Fees - Loan fees are for the temporary loan only of the material and are used to maintain the collection and equipment.

- Fees for "clean" copies of commercials for production are based on the **length of the commercial**:
 - Up to 30 sec: \$300 per commercial
 - 31 sec to 15 min: \$600 per commercial
 - 15 min or longer: \$750 per commercial