

## Instructions for Completing the Digital Reproduction Order Form

Digital reproduction is a service that the Columbia University Archives provides its patrons; personal scanners and copiers are not permitted. Digital reproduction orders take approximately one to two weeks to complete upon receipt of payment. These time periods are subject to change as, for example, in the case of unusually large orders or staff constraints. All digital reproduction orders must be prepaid; we accept cash, check, or charge cards (Visa, MasterCard). The University Archives reserves the right to decline to make requested digital scans due to the fragile nature of material, restrictions, or if we determine that copying materials violates U.S. copyright law.

Columbia University Archives digital reproductions are scanned at 600 dpi and can be provided to the patron as either TIFF or JPEG files. Digital files will be delivered electronically (using a free web-based file uploading site such as wetransfer.com). If you cannot accept a digital download please contact UA staff for assistance.

Item	CU ID	Non-CU
<b>University Archives Digital Reproduction Prices</b>		
New Scan	10.00	20.00
Copy of previously scanned item	5.00	5.00

Please print clearly and provide as much information as possible, this will enable us to identify precisely which image(s) you would like to have scanned.

- **Be sure to read and then sign and date the copyright statement, otherwise your order cannot be processed.**
- Specify the name of the collection, box number, and folder number in the appropriate spaces on the order form for each item you wish to have scanned.
- Provide a detailed description of each image, scan image number (if available) or folder title in the appropriate space on the order form.
- Indicate the price of each image you wish to reproduce, using the chart above.
- For orders over six items, please use a continuation sheet.
- Add the price of each image and place the total in the "Total" box.
- Calculate the additional pages, if applicable, and place this figure in the "Total Add. Page" box.
- For in-person orders, place a green paper flag **in front** of each image to be reproduced; making sure to note your name, page number & item number from the order form. For off-site orders, it is helpful to include either a photocopy or other reference source of the image(s) you select. This will assist our staff in retrieving the original(s).

Item No.	Collection Name	Box #	Folder #	Description / Folder Title / Scan #	Price
1	Historical Photograph Collection	OS 15		Columbia Grammar School, 1892	20.00
2	Historical Photograph Collection - Portraits	31	12	Dinsmoor, William B. - (Scan#2421)	5.00

### **Flagging material in boxes that stand upright**

Print your last name, the page number of your order form & item number on a green flag. The flag should be placed so that it protrudes from the top of the folder when placed in the box.

If you are placing your order in person, you must flag each image you wish to have scanned. If you are requesting copies of already scanned images, it is not necessary to flag those. To determine if an image has already been scanned, please look on the back of the photo for a handwritten scan number (e.g., Scan#0587).

