

DIGITAL REPRODUCTION ORDER FORM

ORDER NO:
RECEIVED IN PRD:

TODAY'S DATE: _____

NAME: _____

ADDRESS _____

CITY, STATE, ZIP: _____

COUNTRY: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CU STUDENT CU FACULTY/STAFF/ALUMNI NON-CU

READ "GENERAL CONDITIONS OF SERVICE" FORM AND ACKNOWLEDGE HERE :

PRESERVATION REFORMATTING DEPT
COLUMBIA UNIVERSITY
535 WEST 114TH STREET
NEW YORK, NEW YORK, 10027
PHONE: 212-854-1332
FAX: 212-854-9825
PRD-ORDERS@LIBRARIES.CUL.COLUMBIA.EDU
HTTP://WWW.COLUMBIA.EDU/CU/LWEB/SERVICES/
PRESERVATION/REPRODUCTIONS.HTML

ORDER APPROVED BY:

(CURATOR/LIBRARIAN)

(DATE)

Repository(R) _____ Collection (R/A) _____

Location/Call. No. R/A) _____ CLIO No. (R/A) _____

Name (Creator/Au) (R/A) _____

Title Description of Image(s) (Attach spreadsheet if necessary) _____

Work Title (R/A) _____

Format (R) _____ Date(R/A) _____

*For assistance in filling out the fields above, please refer to Guide to Metadata Elements:
<http://library.columbia.edu/services/preservation/reproductions/forms.html>

For orders including multiple items, we recommend using a spreadsheet format to document the necessary metadata. Please download from [customer order form page](#).

DIGITAL SERVICES	Quantity	CU Student	CU ID	Non-CU	Total
Digitization set up fee	One fee per collection	\$25	\$30	\$35	
Flat item up to and including 16"x20"	Per image	\$1.00	\$1.00	\$1.00	
Flat item up to and including 18"x23"	Per image	\$2.00	\$2.00	\$2.00	
Copy of existing image (per image)	Per image	\$10.00 set up/\$1 per image	\$12.00 set up/\$1 per image	\$15.00 set up/\$1 per image	

Surcharge*	
DVD charge**	
Mailing (\$5 minimum)**	
Total	

Turnaround time is approximately 4-6 weeks

Customers must review and sign the General Conditions of Service form and submit with the order

After providing the customer's copy, Columbia University Libraries may choose to make a copy accessible for public use to the extent allowable by law.

PAYMENT TYPE: CASH CHECK VISA/MC

DELIVERY METHOD: CALL FOR PICK-UP US MAIL UPS FEDERAL EXPRESS
(ACCT.NO: _____)

* Negotiated surcharge for oversize, three-dimensional and fragile items
**FTP is the Default Delivery method; \$5.00 charge for DVDs plus additional charge of \$5.00 for domestic shipping and \$7.00 for foreign