ELECTRONIC BOOK 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 : ☐

C.V. STARR EAST ASIAN LIBRARY
300 KENT HALL, MC 3901, COLUMBIA UNIVERSITY
1140 AMSTERDAM AVE.
NEW YORK, NY 10027
PHONE: (212) 854-4318
FAX: 212-662-6286
http://library.columbia.edu/locations/eastasian.html

ORDER APPROVED BY:

_____
(CURATOR/LIBRARIAN)

_____
(DATE)

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

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

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

Title (R)_____

Edition (R/A)_____

Work Title (e.g. Series Title) (R/A) _____

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

*For assistance with these fields, please refer to Guide to Metadata Elements on the customer order form page.

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

Electronic Book		CU Student	CU ID	Non-CU	Total
Digitization set up fee	1 fee per vol	$25.00	$30.00	$35.00	
Bound volume up to and including 12”x17”	Per image	$1.00	$1.00	$1.00	
Bound volume up to and including 12”x17”	Per image	$2.00	$2.00	$2.00	
				Handling surcharge*	
				DVD charge ($5)**	
				MAILING ($5 MIN.)**	
				Total	

Ebooks may be ordered if the following conditions are met:

- No other acceptable ebook is available
- Volume can withstand the scanning process without damage, as determined by both Preservation and the owning repository
- Publication is out of copyright, OR express written permission by the copyright holder is provided by customer, OR the customer agrees to use their copy for personal use only, AND there is no reasonably priced copy of the same volume available anywhere else

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 (IF DVD OPTION CHOSEN): ☐ CALL FOR PICK-UP ☐ US MAIL
☐ UPS ☐ FEDERAL EXPRESS
(ACCT.NO: _____)

*Handling and oversize charges are determined on a case by case basis, and are based upon staff time. We will be happy to provide a general breakdown of these costs.

** Default delivery form for ebooks is pdf, and 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