

MICROFILM ORDER FORM

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NAME: _____

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CITY, STATE, ZIP: _____

COUNTRY: _____

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☐ CU STUDENT ☐ CU FACULTY/STAFF/ALUMNI ☐ NON-CU

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

ORDER NO:

RECEIVED IN PRD:

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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) _____

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 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](#).

Microfilm Services	Quantity	CU Student	CU ID	Non-CU	Total
Microfilm Duplication (from existing film)	Per reel	\$37.00	\$37.00	\$37.00	
Microfilm scanning (from existing film)	Per title (per reel if title extends to more than one reel)	\$100.00	\$120.00	\$140.00	
Printed Copy (from existing film)	Per exposure	\$0.30	\$0.30	\$0.30	
DVD charge**					
Mailing (\$5 minimum)**					
Total					

Microfilm scanning may be requested for items filmed by Columbia University Libraries and not under copyright. Columbia University Libraries reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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: _____)

**FTP is the Default Delivery method for scanned materials;
\$5.00 charge for DVDs plus additional mailing charge of \$5.00
for domestic shipping and \$7.00 for foreign

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