

Instructions for Completing the Digital Reproduction Order Form

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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 can be delivered either electronically (using a free web-based file uploading site such as sendspace.com) or burned to a CD, which can be picked up or mailed. Please indicate delivery method when placing your order.

Item	CU Student	CU ID	Non-CU
University Archives Digital Reproduction Prices			
New Scan	10.00	10.00	20.00
Copy of previously scanned item	5.00	5.00	10.00
Postage (domestic)	5.00	5.00	5.00
<i>International Postage for both onsite and remote users is calculated on an individual basis</i>			

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, image number (if available) or folder title in the appropriate space on the order form.
- Indicate the number of reproductions you wish to purchase of each image.
- 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 "Order Charges" box.
- Calculate the postage charges, if applicable, and place this figure in the "Postage" box.
- For in-person orders, place a white paper flag **in front** of each image to be reproduced; ***making sure to note your name and the page and item numbers 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 No.	Folder No.	Description/Folder Title/Scan #	Quantity	Price
1	Spectator Photo Collection	20	5	Michael Sovern sitting at desk, 1985	1	20.00
2	HPC - Portraits	31	--	Dinsmoor, William B. - scan#2421	1	10.00

Flagging material in boxes that stand upright

Print your last name, the page number of your *order form*, and the item number found in the left-hand margin of the form on each of the white markers. The markers 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).

