

AUDIO/VIDEO REFORMATTING FORM

PATRON CONTACT INFORMATION

TODAY'S DATE:

NAME:

STREET ADDRESS:

CITY, STATE, ZIP:

COUNTRY:

TELEPHONE NUMBER:

EMAIL ADDRESS:

CU STUDENT ☐ CU FACULTY/STAFF/ALUM. ☐ NON-CU ☐

READ AND SIGN "GENERAL CONDITIONS OF SERVICE" FORM.

ACKNOWLEDGE HERE: ☐

ORDER NO:

Received in PRD:

PRESERVATION REFORMATTING DEPARTMENT
COLUMBIA UNIVERSITY
535 WEST 114TH STREET
NEW YORK, NEW YORK, 10027
212-854-9825
PRD-ORDERS@LIBRARIES.CUL.COLUMBIA.EDU
[PRD WEBSITE](#)

For detailed instructions and links to required forms, go to our [Digitization and Reprographic Instructions webpage](#)

ORDER APPROVED BY

CURATOR/LIBRARIAN:

DATE:

PLEASE NOTE

- Digital reformatting may be requested for items recorded by Columbia University Libraries. 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. Turnaround time is approximately 4-6 weeks. Customers must review and sign the General Conditions of Service form, found on the [Instructions webpage](#), 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.
- Delivery via Google Drive is the free, default delivery method. Delivery via USB is available for an additional fee.
- Some formats and items in poor physical condition may be more expensive to reformat and may be subject to a surcharge. If media are in poor condition, it may be impossible to digitize content.
- Because we cannot listen to/view the items until they are digitized, we cannot guarantee that the content is the same as is written on the housing, nor can we guarantee quality.
- M4A and MP4 files are the default format; contact PRD if another format is required.

ITEM DETAILS

Repository (R)

Collection (R/A)

Location/Call No. (R/A)

CLIO No. (R/A)

Title and/or Description of Recordings (R; attach metadata spreadsheet if necessary)

For Oral History interviews, please specify ☐ Biographical or ☐ Project (Specify):

Work Title (R/A)

Format (R)

Date (R)

For assistance in filling out the above fields, please refer to our [Guide to Metadata Elements](#).

FEES

DIGITAL SERVICES	Quantity	CU Student	CU ID	Non-CU	Totals
New digitization audio or video processing fee	Per order	\$60	\$65	\$75	
Charge per item for common formats (i.e. audio cassettes, VHS, open reel audio, etc*)	Per item	\$40	\$40	\$40	
Existing audio or video processing fee	Per order	\$10	\$12	\$15	
Charge per existing audio or video file	Per file	\$1	\$1	\$1	

*For reformatting film, grooved discs, and uncommon formats, we will provide an estimate for the order on a case by case basis. Large orders may be subject to a surcharge.

ORDER TOTAL: