# AUDIO/VIDEO REFORMATTING FORM

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## PRESERVATION REFORMATTING DEPARTMENT

COLUMBIA UNIVERSITY

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[PRD WEBSITE](https://library.columbia.edu/services/preservation/reproductions.html)

For detailed instructions and links to required forms, go to our [Digitization and Reprographic Instructions webpage](https://library.columbia.edu/services/preservation/reproductions/forms.html)

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## **ITEM DETAILS**

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Title and/or Description of Recordings (R; attach metadata spreadsheet if necessary) Click or tap here to enter text.

Click or tap here to enter text.

For Oral History interviews, please specify [ ]  Biographical or [ ]  Project (Specify): Click or tap here to enter text.

Work Title (R/A)Click or tap here to enter text.

Format (R) Click or tap here to enter text. Date (R) Click or tap here to enter text.

For assistance in filling out the above fields, please refer to our [Guide to Metadata Elements](http://library.columbia.edu/services/preservation/reproductions/forms.html).

## **FEES**

| DIGITAL SERVICES  | Quantity | CU Student | CU ID | Non-CU | Totals |
| --- | --- | --- | --- | --- | --- |
| Reel to reel tapes, cassettes, LPs, 78s, Minidisks, VHS, etc.\* | Per item | $60 | $70 | $75 | Click or tap here to enter text. |
| Existing audio or video processing fee | Per order | $10 | $12 | $15 | Click or tap here to enter text. |
| Copy of existing audio or video file | Per file | $1 | $1 | $1 | Click or tap here to enter text. |

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