# DIGITAL REPRODUCTION ORDER FORM

## **PATRON CONTACT INFORMATION**

TODAY’S DATE: Click or tap here to enter text.

NAME: Click or tap here to enter text.

STREET ADDRESS: Click or tap here to enter text.

CITY, STATE, ZIP: Click or tap here to enter text.

COUNTRY:Click or tap here to enter text.

TELEPHONE NUMBER:Click or tap here to enter text.

EMAIL ADDRESS:Click or tap here to enter text.

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

## ***READ AND SIGN “GENERAL CONDITIONS OF SERVICE” FORM. ACKNOWLEDGE HERE*:**

## ORDER NO: Click or tap here to enter text.

RECEIVED IN PRD: Click or tap here to enter text.

## 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](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)

## ORDER APPROVED BY

CURATOR/LIBRARIAN: Click or tap here to enter text.

DATE: Click or tap here to enter text.

## **PLEASE NOTE**

Turnaround time is approximately 4-6 weeks.

Customers must review and sign the General Conditions of Service form, found on the [Instructions webpage](https://library.columbia.edu/services/preservation/reproductions/forms.html), 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.

Negotiated surcharge may be applied for oversize, three-dimensional, and/or fragile items.

## **ITEM DETAILS**

Repository (R) Click or tap here to enter text. Collection (R/A) Click or tap here to enter text.

Location/Call No. (R/A) Click or tap here to enter text. CLIO No. (R/A) Click or tap here to enter text.

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

Click or tap here to enter text.

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).

For orders including multiple items, we recommend using our metadata spreadsheet found on our [Instructions webpage](https://library.columbia.edu/services/preservation/reproductions/forms.html).

## **FEES**

| DIGITAL SERVICES | Quantity | CU Student | CU ID | Non-CU | Totals |
| --- | --- | --- | --- | --- | --- |
| Digitization set up fee | One fee per set up | $25 | $30 | $35 | Click or tap here to enter text. |
| Flat or bound item up to and including 16”x20” | Per image | $1 | $1 | $1 | Click or tap here to enter text. |
| Flat or bound item up to and including 18”x23” | Per image | $2 | $2 | $2 | Click or tap here to enter text. |
| Existing image processing fee | One fee per collection | $10 | $12 | $15 | Click or tap here to enter text. |
| Copy of existing image | Per image | $1 | $1 | $1 | Click or tap here to enter text. |

ORDER TOTAL**:** Click or tap here to enter text.