

DIGITAL REPRODUCTION ORDER 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:**

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](#), 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)

Collection (R/A)

Location/Call No. (R/A)

CLIO No. (R/A)

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

Work Title (R/A)

Format (R)

Date (R)

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

For orders including multiple items, we recommend using our metadata spreadsheet found on our [Instructions webpage](#).

FEES

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

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:
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ORDER TOTAL: _____