

# AUDIO/VIDEO REFORMATTING FORM

TODAY'S DATE: \_\_\_\_\_  
 NAME: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE/ZIP CODE: \_\_\_\_\_  
 COUNTRY: \_\_\_\_\_  
 TELEPHONE NUMBER: \_\_\_\_\_  
 FAX NUMBER: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

ORDER NO: \_\_\_\_\_  
 RECEIVED IN PRD: \_\_\_\_\_

PRESERVATION REFORMATTING DEPT  
 COLUMBIA UNIVERSITY  
 535 WEST 114TH STREET  
 NEW YORK, NEW YORK, 10027  
 PHONE: 212-854-1332  
 FAX: 212-854-9825  
 PRD-ORDERS@LIBRARIES.CUL.COLUMBIA.EDU  
 HTTP://WWW.COLUMBIA.EDU/CU/LWEB/SERVICES/  
 PRESERVATION/REPRODUCTIONS.HTML

ORDER APPROVED BY: \_\_\_\_\_  
 (CURATOR/LIBRARIAN)  
 \_\_\_\_\_  
 (DATE)

**READ "GENERAL CONDITIONS OF SERVICE" FORM AND ACKNOWLEDGE HERE :**

Repository(R) \_\_\_\_\_ Collection (R/A) \_\_\_\_\_  
 Location/Call. No.(R/A) \_\_\_\_\_ CLIO No. (R/A) \_\_\_\_\_  
 Name (Creator/Au) (R/A) \_\_\_\_\_  
 Title Description of Recording(s) (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For Oral History interviews please specify :  Biographical or  Project (specify): \_\_\_\_\_

Work Title (R/A) \_\_\_\_\_

Format: (R) \_\_\_\_\_ Date(R/A) \_\_\_\_\_

\*For assistance with these fields, please refer to Guide to Metadata Elements on the [customer order form page](#).

	Quantity	CU Student	CU ID	Non-CU	Total
Reel to reel tapes, cassettes, LPs, 78s, Minidisks, VHS, etc.*	1-5 items	\$60.00 per item	\$70.00 per item	\$75.00 per item	
	6-10 items	\$100.00 per item	\$125.00 per item	\$150.00 per item	
	11+	\$200.00 per item	\$225.00 per item	\$250.00 per item	
Copy of existing digital audio file	Set up fee plus \$1 per file	\$10.00	\$12.00	\$15.00	

Surcharge**	
USB charge***	
Mailing (\$5 minimum)***	
Total	

- (1) MP3 + MP4 files are the default format; contact PRD if another format required
- (2) If media are in poor physical condition, it may be impossible to digitize content
- (3) Because we cannot listen to/view the items until they have been digitized, we cannot guarantee that the content is the same as is written on the housing, nor can we guarantee sound quality.
- (4) 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.

Price is estimated. Actual costs depend on recording duration and may be adjusted. The true cost will be communicated before payment is processed.

**PAYMENT TYPE:**  CASH  CHECK  VISA/MC

**DELIVERY METHOD:**  CALL FOR PICK-UP  US MAIL  UPS  FEDERAL EXPRESS

(ACCT.NO: \_\_\_\_\_ )

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. Customers must review and sign the General Conditions of Services form and submit with order.

\*Because the Libraries subsidize the costs of AV reformatting, the per item cost is higher for larger orders

\*\*Other formats and items in poor physical condition may be more expensive to reformat and may be subject to a surcharge

\*\*\*FTP is the Default Delivery method; \$5.00 charge for DVDs plus additional charge of \$5.00 for domestic shipping and \$7.00 for foreign