# ELECTRONIC BOOK 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.

## **Ebooks may be ordered if the following conditions are met:**

* No other acceptable ebook is available
* Volume can withstand the scanning process without damage, as determined by both Preservation and the owning repository
* Publication is out of copyright, OR express written permission by the copyright holder is provided by customer, OR the customer agrees to use their copy for personal use only, AND there is no reasonably priced copy of the same volume available anywhere else

## **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 (R) Click or tap here to enter text.

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

Work Title (e.g., Series 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**

| ELECTRONIC BOOK | Quantity | CU Student | CU ID | Non-CU | Totals |
| --- | --- | --- | --- | --- | --- |
| Digitization set up fee | One fee per volume | $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. |

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