

AUDIO/VIDEO REFORMATTING FORM

TODAY'S DATE: _____

NAME: _____

ADDRESS _____

CITY: _____

STATE/ZIP CODE: _____

COUNTRY: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

**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	

- (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.

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.

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)

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

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: _____)

*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