

# COLUMBIA UNIVERSITY LIBRARIES DIGITAL ORDER FORM

## GENERAL CONDITIONS OF SERVICE

ORDER NO:

RECEIVED IN PRD:

The Library will reproduce material in its collections which is, in its judgment, properly available for duplication. It performs such service to facilitate research in lieu of loan or in place of manual transcription. See current Price List for service fees and charges, and ordering instructions.

### PERMISSION FOR PUBLICATION

The Library may charge a fee for the use of reproductions. For permissions information, please refer to [Columbia University Libraries Publication and Digital Reproduction Policy and Procedures](#)

**DISPLAY SIZES:** If requesting files for web usage, images must be displayed at standard web display resolution: either 72 or 96 ppi, depending on your monitor's settings.

### RESTRICTIONS

The Library reserves the right, at its discretion, to:

- limit the number of copies made
- restrict the use or further reproduction of rare or valuable material
- make special fee quotations on materials involving unusual difficulty or special circumstances
- refuse requests for restricted materials
- decline requests that would risk damage to the original
- Make any and all copies created through patron orders accessible to the public

### PAYMENT

Payment must accompany orders. We accept Visa and MasterCard. Make checks payable to Columbia University, drawn on a United States bank, in US Dollars.

### COPYRIGHT

All responsibility for questions of copyright must be assumed by you, the user. If the actions of the user are on behalf of your employer or another third party, then these General Conditions of Service shall apply to you, your employer and/or the other third party.

PLEASE CHECK THE BLANK FOR ANY OF THE OPTIONS BELOW THAT APPLY. Checking at least one option is required, although more than one may apply. For each option, further information and resources are available at: <https://copyright.columbia.edu/basics.html>

- ☐ I have permission from the copyright owner for reproduction of this work. Documentation is attached.
- ☐ I am requesting copies of works that are in the public domain.
- ☐ My request is within fair use and
- I have completed a review of the [Fair Use Checklist](#) and have reasonable grounds for concluding that my request is within fair use.
  - I am responsible for copyright and related issues regarding my subsequent uses of the materials.
  - I will give credit to authors and others, as appropriate in subsequent uses.

### MAILING – Default delivery is via secure FTP

Unless otherwise specified, all domestic orders will be mailed first class; all foreign orders will be sent via air mail. The Library is not responsible for a lost or damaged item once it has been mailed. Insurance can be purchased at an additional cost.

### DELIVERY TIME

Imaging orders of moderate size/complexity usually are completed within 4-6 weeks of the date the order is received by Preservation; audio and microfilm orders within 2-3 months. Large orders and those presenting special problems may take substantially longer. Status reports can be requested from the Preservation Reformatting Department.

### ESTIMATES

Approximate costs can usually be calculated based on the published price list. The Library will provide cost estimates in advance.

#### Notice:

#### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

**I have read and agree to the Conditions of Service**

Patron: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by CUL \_\_\_\_\_ Date \_\_\_\_\_