

MICROFILM 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: ☐

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:

PLEASE NOTE

Microfilm scanning may be requested for items filmed by Columbia University Libraries and not under copyright. 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 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.

Contact the Preservation Reformatting Department directly for microfiche duplication.

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
Microfilm Duplication (from existing film)	Per reel	\$37	\$37	\$37	
Microfilm Scanning (from existing film)	Per title (per reel if title extends to more than one reel)	\$100	\$120	\$140	

ORDER TOTAL: