

ELECTRONIC BOOK ORDER FORM

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READ AND SIGN "GENERAL CONDITIONS OF SERVICE" FORM.

ACKNOWLEDGE HERE: ☐

ORDER NO:

RECEIVED IN PRD:

PRESERVATION REFORMATTING DEPARTMENT
COLUMBIA UNIVERSITY
535 WEST 114TH STREET
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[PRD WEBSITE](#)

For detailed instructions and links to required forms, go to our [Digitization and Reprographic Instructions webpage](#)

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Ebooks may be ordered if the following conditions are met:

- No other acceptable ebook is available
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- 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](#), 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.

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ITEM DETAILS

Repository (R)

Collection (R/A)

Location/Call No. (R/A)

CLIO No. (R/A)

Title (R)

Edition (R/A)

Work Title (e.g., Series Title) (R/A)

Format (R)

Date (R)

For assistance in filling out the above fields, please refer to our [Guide to Metadata Elements](#).

FEES

ELECTRONIC BOOK	Quantity	CU Student	CU ID	Non-CU	Totals
Digitization set up fee	One fee per volume	\$25	\$30	\$35	
Flat or bound item up to and including 16"x20"	Per image	\$1	\$1	\$1	
Flat or bound item up to and including 18"x23"	Per image	\$2	\$2	\$2	

ORDER TOTAL: