PHOTOGRAPHY & DIGITAL REPRODUCTION ORDER FORM

TODAY’S DATE: ______________________________________

NAME: ______________________________________________

ADDRESS ___________________________________________

____________________________________________________

CITY, STATE, ZIP:_____________________________________

COUNTRY: __________________________________________

TELEPHONE NUMBER: ________________________________

FAX NUMBER: _______________________________________

EMAIL ADDRESS:_____________________________________

☐ CU STUDENT  ☐ CU FACULTY/STAFF/ALUMNI  ☐ NON-CU

CALL NO/MSCOLL:_____________________________________________________________________________________

AUTHOR/CREATOR: ___________________________________________________________________________________

TITLE/DESCRIPTION:___________________________________________________________________________________

DATE:________________________________________________________________________________________________

PAGES: ______________________________________________________________________________________________

ORDER APPROVED BY:_________________________________________

(CURATOR/LIBRARIAN)_________________________________________

(DATE)

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QUANTITY CU STUDENT CU ID NON-CU CHARGE

NEW PHOTO NEGATIVE B&W (1) $12 $17 $20

NEW PHOTO NEGATIVE COLOR (1) $20 $23 $25

8x10 B&W PRINT $13 $18 $25

8x10 COLOR PRINT $22 $27 $32

OTHER PRINT SIZE (2)

☐ 11x14 $45 $50 $55

☐ 16x20 $30 (CU STUDENT) / $32 (CU FACULTY/STAFF/ALUMNI) / $35 (NON-CU)

COLOR TRANSPARENCY (4x5) $12 $17 $20

COLOR SLIDE (35mm) $25 $30 $35

DIGITAL SERVICES (3)

SOURCE DOCUMENT; NEGATIVE, TRANSPARENCY, SLIDE, PHOTOGRAPHIC
PRINT, OBJECT (INC. BOUND VOLS. AND LOOSE MSS) $25 $30 $35

COPY OF EXISTING IMAGE FILE (per image) $10 $12 $15

COPY OF EXISTING NEGATIVE/TRANSPARENCY $15 $20 $25

BIBLIOGRAPHIC SERVICES FEE

MAILING ($5 MIN.)

TOTAL COST

AMOUNT RECEIVED

NOTES

(1) COLUMBIA UNIVERSITY LIBRARIES GENERALLY RETAINS NEGATIVES MADE IN FILLING PHOTOGRAPHIC ORDERS.

(2) PRICES FOR LARGER PRINT SIZES:

B&W

11x14 $20 (CU STUDENT) / $22 (CU FACULTY/STAFF/ALUMNI) / $25 (NON-CU)

16x20 $30 (CU STUDENT) / $32 (CU FACULTY/STAFF/ALUMNI) / $35 (NON-CU)

COLOR:

11x14 $35 (CU STUDENT) / $40 (CU FACULTY/STAFF/ALUMNI) / $45 (NON-CU)

16x20 $55 (CU STUDENT) / $60 (CU FACULTY/STAFF/ALUMNI) / $65 (NON-CU)

(3) FILES PROVIDED ON CD OR DVD; DEFAULT: TIFF FORMAT; 300 PPI; 8BIT

06 February 2008

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