

FEE SCHEDULE



Rare Book and Manuscript Library
 Butler Library, 6th Floor | 535 West 114th Street | MC 1127 | New York, NY 10027
 Voice: 212-854-5590 | Fax: 212-854-1365
rbml@columbia.edu

I. Photocopies:

All orders (both remote and in-person requests) must be pre-paid and submitted via a Photocopy Order Form, with the copyright statement signed, before they are processed. Orders are usually completed within 2-3 weeks of being placed - though sometimes sooner - and can either be mailed or arranged to be picked up by the patron.

Reading Room visitors:

\$.25/page

Postage: \$6.00 for the first 100 pages

\$5.00 for each additional increment of 100 pages up to 500 pages

Remote Users (patrons who do not first visit the RBML to review collections and identify items for photocopying):

\$30 for up to 50 pages (includes domestic postage and processing)

\$12.00 for each additional increment of 25 pages (includes domestic postage and processing)

International postage for both on site and remote users is calculated on an individual basis

II. Digital Image Reproduction (i.e. Scan Orders):

All orders (both remote and in-person requests) must be pre-paid and submitted via a Digital Reproduction Order Form, with the copyright statement signed, before they are processed. Orders are usually completed within 2-3 weeks - though sometimes sooner. **Please note that procedures and prices are different depending on whether the item to be scanned originates with the University Archives or other divisions of the Rare Book and Manuscript Library.**

University Archives digital reproductions are scanned at 600dpi and can be provided to the patron as either tiff or jpeg files. Digital files can either be delivered electronically (using a free web-based file uploading site such as sendspace.com) or burned to a CD. Please indicate delivery method when placing your order.

All other digital reproductions are serviced by our colleagues in the Preservation & Reformatting Department (PRD).

Item	CU Student	CU ID	Non-CU
University Archives Digital Reproduction Prices			
New Scan	10.00	10.00	20.00
Copy of previously scanned item	5.00	5.00	10.00
Postage	6.00	6.00	6.00

Item	CU Student	CU ID	Non-CU
RBML Digital Reproduction Prices (Processed by PRD)			
<i>Source Document:</i> Negative, transparency, slide, photographic print, object (inc. bound vols. And loose mss.)	25.00	30.00	35.00
Copy of existing image or audio file	10.00	12.00	15.00
Copy of existing negative/transparency	15.00	20.00	25.00



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III. Analog Photographic Reproduction

All analog photographic reproductions are processed by our colleagues in the Preservation & Reformatting Department (PRD). All orders must be pre-paid and special PRD order forms must be completed and returned to the RBML before orders are sent to PRD to be processed. Completed orders are mailed to the patron by PRD staff.

Item	CU Student	CU ID	Non-CU
Prints			
8x10 print (b/w / color)	13.00 / 22.00	18.00 / 27.00	25.00 / 32.00
11x14 print (b/w / color)	20.00 / 35.00	22.00 / 40.00	25.00 / 45.00
16x20 print (b/w / color)	30.00 / 55.00	32.00 / 60.00	35.00 / 65.00
Copy Negative			
Copy negative (b/w)	12.00	17.00	20.00
Copy negative (color)	20.00	23.00	25.00

Item	CU Student	CU ID	Non-CU
Slides/Transparencies			
35mm color slide	12.00	17.00	20.00
4x5 color transparency	45.00	50.00	55.00

IV. Microfilm Reproduction:

All microfilm orders are placed with the RBML but processed by our colleagues in the Preservation & Reformatting Department (PRD). All orders must be pre-paid and special PRD order forms must be completed and returned to the RBML before orders are sent to PRD to be processed. Completed orders are mailed to the patron by PRD staff.

NEW FILMING: \$0.40 per exposure

DUPLICATE OF EXISTING REEL: \$37.00 per reel

PAPER COPY FROM COLUMBIA UNIVERSITY MASTER MICROFILM: \$0.30 per exposure

MICROFILM SCANNING: \$100 per title on reel*

*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.

Acceptable payment for all services: cash (for orders totaling less than \$15.00), Visa and MasterCard, and checks made payable to Columbia University, drawn on a United States bank, in United States Dollars.