

PLEASE PRINT

DIGITAL REPRODUCTION ORDER FORM



Columbia University Archives
Rare Book and Manuscript Library
Butler Library, 6th Floor | 535 West 114th Street | MC 1127
New York, NY 10027
Voice: 212-854-3786 | Fax: 212-854-1365
uarchives@columbia.edu

Send to: _____

Telephone: _____ Fax: _____

E-mail: _____

Order No. _____
Date: _____
Total Images: _____
Order Charges: _____
Postage Charges: _____
Total Charge: _____
Cash ___ Credit Card ___ Check No. _____
Univ. Account: _____
FedEx Account: _____
Date Completed: _____
Completed by: _____
To be picked up: _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the marking of photocopies or other reproduction of copyrighted material. Under certain conditions qualified 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 other 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 other reproduction for purposes in excess of "fair use," that use may be liable for copyright infringement. This institution reserves the right to refuse to accept a reproduction order if, in its judgment, fulfillment of the order would involve a violation of copyright law.

I have read the copyright warning and believe that my request falls within "fair use" as defined by the copyright law. I further agree to request permission (and pay any fees) of the University Archives if I plan to publish, broadcast, or otherwise disseminate any material held by the University Archives, Columbia University in the City of New York.

SIGNATURE: _____ DATE: _____

Table with 5 columns: ITEM NO., COLLECTION, DESCRIPTION OF IMAGE, Quantity, Price. Rows 1-6.

Special Instructions (INDICATE BY ITEM NUMBER): Scans Select format: [] JPEG [] OTHER (specify other formats in "Special Instructions" box.) Total Charges FOR THIS PAGE Total Charges FROM OTHER PAGES Postage Total