

## Instructions for Completing the Photocopy Order Form

Archives staff completes all Photoduplication orders submitted to the Columbia University Archives. If your order is less than twenty pages, we *may* be able to complete your order while you are visiting the Library; however, we cannot guarantee "while you wait" service. **Consultation with an archivist is required for Photoduplication orders exceeding 200 pages.** Patrons will be limited to 500 pages per calendar year.

All Photoduplication orders must be prepaid and are processed in order of receipt, usually within two to three weeks. The charge is .25 cents per page for Reading Room visitors plus domestic postage of \$5 for the first 100 pages, and \$10 for 101-500 pages. Postage charges for international orders vary according to the current airmail rate.

**Remote users** are charged a minimum order of \$25 for up to 25 pages, estimated thereafter (the cost will be calculated as \$6.25 per additional 25 pages). Remote users are those who do not first visit the University Archives to review collections and identify items for Photoduplication.

Reading room visitors please print clearly and provide as much information as possible, thereby enabling us to identify precisely which document(s) you would like photocopied. **Order forms that lack the information detailed below or are illegible will delay processing.**

1. Please clearly print your name, address, phone numbers, and email address. **Be sure to read and then sign and date the copyright statement; otherwise your order cannot be processed.**
2. Specify the name of the collection, box number, and folder number in the appropriate spaces on the order form for each item you wish to have photocopied.
3. Provide a detailed description of each document or folder title in the appropriate space on the order form.
4. Please enter the date of the document and the total number of pages to be photocopied in the appropriate space on the order form.

Example:

Item No.	Collection Name	Box No.	Folder No.	Description/Folder Title	Date	No. Pages to be Copied
1	Central Files	210	12	Smith, Adam	1969 Aug 10	3
2	Biographical Files	--	--	Eisenhower, Dwight D.—copy entire folder	1946	20
3	Council for Research in the Social Sciences	3	6	Projects—copy entire folder	1927	15

**For each item to be copied, place a green marker immediately in front of the item to be copied. If you are requesting photocopies of a document that is more than one page, please note the total of number of pages that should be copied on the marker. Whenever there is a break in a sequence, you must insert a new marker and create a new entry on the order form. (For example, pages 1-13 and pages 50-60 must be treated as separate items, even though they may be part of the same document.)**

**Please print your last name, the page number of your order form, and the item number found in the left-hand margin of the form on each of the green markers. The markers should be placed so that it protrudes from the top of the folder when placed in the box.**

