

For staff use: Date shipped: _____ Date Due: _____ Date Picked Up _____

Personal Theses/Dissertations Binding Form

Masters and Doctoral students who wish to have personal copies of their theses/dissertations bound can bring them to Preservation on the B Level in Homer Babbidge Library. Thesis binding hours for Preservation are Monday thru Friday 9:30 a.m. to 4:30 p.m.

Please PRINT or TYPE

Your name (as it will appear on the spine): _____

Degree (properly abbreviated): _____ Year: _____

Contact Information:

(Theses patrons are notified by e-mail when theses are ready. Patrons are contacted by telephone if a current e-mail address is not available; if we cannot contact you by e-mail or phone, we will mail a notification.)

E-mail: _____ Telephone number: home: _____ work: _____

Mailing Address: _____

Authorized to pick up theses/dissertations: Name: _____ E-mail: _____
 Telephone: _____

Cover Color and Spine Lettering Options*

You can chose to have your thesis/dissertation bound in any of the colors listed below; you can chose to have your name, degree and year appear in white, black or gold print by circling **W** for white, **G** for gold or **B** for black in the **Spine Letters** column. To select a cover color, write the number of copies in the **QTY** column to the right of the **Binding Color** and **Spine Letters** columns.

Binding Color →	Spine Letters** →	QTY	Binding Color →	Spine Letters →	QTY	Binding Color →	Spine Letters →	QTY
Bright Red: 02 →	W G B →		Lime Green: 31 →	W G B →		Beige: 63 →	W G B →	
Medium Red: 03 →	W G B →		Bright Green: 35 →	W G B →		Mauve: 65 →	W G B →	
Burgundy: 08 →	W G B →		Sky Blue: 44 →	W G B →		Brown: 67 →	W G B →	
Dark Orange: 17 →	W G B →		Royal Blue: 47 →	W G B →		Black: 75 →	W G B →	
Yellow: 24 →	W G B →		Navy Blue: 48 →	W G B →		Dark Gray: 94 →	W G B →	

**W=White G=Gold B=Black

***If a color scheme is not selected, theses/dissertations will be bound in black with gold lettering**

Cost (includes name, degree and year printed on spine)		Quantity	Total
Binding per copy	\$12.00 each	X	
Front Cover lettering (per copy) OPTIONAL	\$12.00	X	
Thickness surcharge (over 2.5" thick – usually more than 500 pages)	\$ 3.00 per inch	X	
Photocopying –B & W (per page, per copy) OPTIONAL	\$. 0.10	X	
Photocopying –Color (per page, per copy) OPTIONAL	\$ 1.50	X	
Pocket(s) for inserts (see next line to specify insert type) OPTIONAL			
Insert type: CD/DVD 3.5" Diskette Other (requires one sample)	\$10.00 each	X	
Total Cost:			

Payment: Payment must be made at the time your thesis is dropped off at Preservation. Payment is by **money order only**. Money orders must be made out to **Homer Babbidge Library**. *Cash, credit cards, and personal checks are not accepted.*

Shipment Schedule: The bindery shipment is every Wednesday. The deadline to get your thesis into the current week’s shipment is 2 p.m. Tuesday. Theses and dissertations received after 2 p.m. on Tuesday may not go out until the following week’s shipment. Theses are due back two weeks after the shipment date (the day the theses are sent to the bindery, *not* the day they are delivered to Preservation) and are available **after 3 p.m.** on that day.

Pickup: Theses must be picked up at Preservation. If you can’t pick them up yourself, you can have someone else get them for you.

Website: <http://www.lib.uconn.edu/print/services/preservation/thesis.html>

For Staff Use: Patron/Designee Notification (initials where appropriate):			
E-Mail Notification Sent: (date): _____			
Date phoned	Time called	Spoke to (circle one)	Left Message on/with(circle one)
_____	_____	patron designee	Voice Mail Answering Machine Person No answer