

## Sample Copy of Theses and Dissertations Binding Form

Personal copies of theses and dissertations can be bound through the Preservation Department located on the B Level in Homer Babbidge Library. Theses are accepted Tuesday 8:30 a.m. - 1 p.m. and Wednesday through Friday 8:30 a.m. - 4:30 p.m.; the phone number is 486-2597.

**Please PRINT or TYPE**

Your name (as it will appear on the spine): Ima Doctor O'Philosophy

Address: 628 Anystreet Road

Anytown, CT 06268-0000

Telephone number: home: (860)-555-1492 work: (860) 486-2597 E-mail: IDOP@smarterthanu.net

Name and telephone number of person authorized to pick up bound volumes (if you will not be able to pick them up yourself -- you or your designee will be notified when volumes have been returned from the bindery):

Antony DeBenedetto (860) 486-9999

Degree (properly abbreviated): Ph.D. Year : 2008

### Cover Color and Spine Lettering Options\*

Select the cover color (s) by indicating the number in the QTY column to the left of the color option. Select the spine lettering color by circling W for white, G for gold or B for black in the Spine Lettering column to the right of the color option.

### 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 →	<b>W</b> G B →	3	Olive Green: 37 →	W G B →		Rust: 64 →	W G B →	
Medium Red: 03 →	W G B →		Med. Green: 38 →	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 →	<b>W</b> G B →	3	Light Gray: 93 →	W G B →	
Lime Green: 31 →	W G B →		Beige: 63 →	W G B →		Dark Gray: 94 →	W G B →	
Bright Green: 35 →	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

Cover/lettering selected: 3 copies in red with white lettering; 3 copies in navy blue with gold lettering.					
Front Cover lettering (per copy) OPTIONAL	\$12.00 each	X	6	\$72.00	
Thickness surcharge (over 2.5" thick - usually more than 500 pages)	\$ 3.00 per inch	X	2	\$24.00	
Photocopying -B & W (per page, per copy) OPTIONAL	\$ .10	X			
Photocopying -Color (per page, per copy) OPTIONAL	\$ 2.30	X			
Pocket(s) for inserts (see next line to specify insert type) OPTIONAL					
Insert type: CD/DVD 3.5" Disc	\$10.00 each	X			
6 copies @ \$12 + 2 copies with front cover lettering = 24.00 Total = \$96.00				<b>Total Cost:</b>	<b>\$96.00</b>

### Explanation of Additional Charges

**Thickness surcharge (spine over 2.5" thick):** The spine thickness is more than 2 1/2" (roughly 450+ pages).

**Cloth pockets for inserts:** If the document contains loose maps, charts or other materials that will not be bound into the document, a pocket made of the same material used for the covers can be built into the back cover to store those items. *This applies only to materials that will not be bound into the document.*

**Stubbing for photographic plates (per copy):** A significant number of photographic plates pasted-on sheets (four or more per 100 pages), or if three or more pasted-on plates are in the same section of the document. *This does NOT apply to photocopied photographs on regular paper, ONLY to plates pasted-on sheets.* If you are not sure whether this charge applies, ask the staff in Preservation to check the document.