

For staff use: Date shipped: \_\_\_\_\_ Date Due: \_\_\_\_\_ Date Picked Up \_\_\_\_\_

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## 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: \_\_\_\_\_

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**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: <b>CD/DVD 3.5" Diskette Other (requires one sample)</b>  | \$10.00 each     | X        |       |
| <b>Total Cost:</b>  |                  |          |       |

**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://lib.uconn.edu/services/preservation/thesis.html>

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|--|-------------|-----------------------|---|
| <b>For Staff Use: Patron/Designee Notification (initials where appropriate):</b> |             |                       |   |
| 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 |