

Information about Thesis Binding Requirements

Full information about requirements, payment, etc...is available online at

<http://library.hartford.edu/lr/services/newGradthes.htm>

A printable binding form is also online at <http://library.hartford.edu/lr/services/bindform.htm> The process goes more quickly if you print the form and fill it in before coming in. Since you are producing a thesis, not a dissertation, you are not going to be microfilming your document, so ignore the information about microfilming - that requirement is only for doctoral students.

The short version is this: Basic copies (Title of thesis, your name, degree, and year) are \$12 each. This is all that your department or the library requires for their copies. For your personal copy/ies, you may opt to pay \$25 for a special copy that is "spine and front cover." These have the same information as above on the spine, but have the title and your name also imprinted in gold foil lettering on the front cover. This more expensive type of binding is NOT required for the library's two copies or for your advisors, so if you choose to do it, make sure you keep that copy for yourself. The library cannot accept credit cards. We can only accept personal checks or cash for binding. The easiest thing to do is just bring your check book with you when you come to bind your thesis. ***You do have to pay up front for the binding. You will most likely have to order a minimum 6 copies—two for the library, 3 for your committee and one for yourself.***

Binding is done once a month. Contact Sue Boss at x4811 in the library for monthly deadline specifics. Once the copies return, Sue will then have to check each copy, make sure the bindery made no errors, and then call the students to pick them up, which can take one or two business days.

The library retains two copies of each thesis or dissertation. One copy goes to the Circulating Collection and is treated like any other book in the library. The other copy remains in Archives. BOTH of these copies must be on acid free paper. Kinko's, Staples, and the University Copy Shoppe all know what that is. The library strongly suggests that you make all of your copies on acid-free paper, as it does make a big difference in the life of the volume. Additionally, keep an unbound copy of your thesis on hand in a safe place; disks and CDs are wonderful, but technology is constantly changing and in the past two years, the library has had to send out for special scanning and rebinding of our archival copy for several of our past students who did not retain a hard copy of their thesis or dissertation. It is very expensive to do that (\$100 per copy!).

Although some important things are outlined here, please take the time to read the above web pages carefully. Also, you should follow departmental guidelines about such issues as margins, spacing and formatting (MLA or APA, etc...).

Important about thesis copy pickup: The library can send copies to committee members via Interoffice mail. For your personal copies, you will have to pick them up or make arrangements to have someone pick up the copies for you. You can leave contact information with Sue Boss when you order your copies.