# Student Thesis and Dissertation Binding Instructions

Student theses/dissertations must be bound through the agency of Welder Library. Welder Library contracts with a professional bindery.

Students must complete the Thesis/Dissertation Binding Order form, next page. Every binding order must be accompanied by this form.

Each copy of a bound thesis/dissertation costs $28.00.

The Welder Library receives one copy of every thesis/dissertation. Students must pay $28.00 for the Welder Library copy.

Students must provide a complete copy of each thesis/dissertation for binding. For example, a student that wants two personal copies of their thesis/dissertation must provide three complete copies, which includes one copy for Welder Library.

Theses/dissertations may be dropped off at Welder Library with payment or theses/dissertations may be mailed to Welder Library with payment and binding form. Mail to:

Welder Library
Thesis/Dissertation
7500 University Dr.
Bismarck, ND 58504

Binding orders are ordinarily submitted to Welder Library in May and December of each year. Student binding orders are consolidated into large orders twice a year and are sent to the contract bindery. Once binding is completed, Welder Library will mail the appropriate number of copies to students.

# Welder Library
# Thesis/Dissertation Binding Form

Date _____

**Clinical Exercise Physiology _____Education _____Kinesiology _____**

**Nursing _____ Physical Therapy _____Occupational Therapy _____**

Student's Name: _____

Address: _____

_____

Email Address: _____

Phone Number: _____

For OT: Preceptor Name _____

1. Number of bound copies for student _____
2. Bound copy for the OT Preceptor _____
3. Bound copies for the library __1__
   *Students pay for 1 copy for the library*
4. Total number of bound copies _____
   *Add lines 1,2 and 3*

   Total binding fee @ $28.00/copy _____
   *Take line 4 and multiply by $28.00*

Binding fee may be paid in cash or check only. Make checks payable to the "University of Mary".

Student copies will be mailed by the University of Mary to the addresses provided by the student.

**Please add any additional addresses on the back with the number of copies they will be receiving.**