

## **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 Binding Order Form, next page. Every binding order must be accompanied by this form.

Each copy of a bound thesis/dissertation costs \$25.00.

The Welder Library gets two copies of every thesis/dissertation. Students must pay \$50.00 to pay for the two Welder Library copies.

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 four complete copies, which includes two copies 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. Mail to:

Welder Library  
Thesis/Dissertation  
7500 University Drive  
Bismarck, ND 58504

Binding orders are ordinarily submitted to Welder Library in May and December 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 Binding Order Form

DATE \_\_\_\_\_

PT \_\_\_\_\_ NURSING \_\_\_\_\_ OT \_\_\_\_\_ EDUCATION \_\_\_\_\_ KINESIOLOGY \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Preceptor: OT \_\_\_\_\_

1. Number of bound copies for student \_\_\_\_\_

2. Bound copy for Preceptor \_\_\_\_\_

3. Bound copies for the library   2  

*Students pay for 2 library copies*

4. Total number of bound copies \_\_\_\_\_

*Add line 1, 2 and 3*

Binding fee @ \$25.00/copy = \_\_\_\_\_

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

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