

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.

STUDENT THESIS AND DISSERTATION BINDING ORDER FORM

Date: _____

Check one:

PT _____ NURSING _____ OT _____ EDUCATION _____

BUSINESS _____ KINESIOLOGY _____

Student
Name: _____

Address: _____

Phone: (____) _____

E-mail: _____

Preceptor OT: _____

1. Number of bound copies for student _____

2. Bound copies for the library 2

Students pay for library copies

3. Total number of bound copies _____

Add line 1 and 2

Binding fee is \$25.00 per copy

4. Total amount due _____

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.