

Dissertation Binding

Hutchinson Center students, faculty or staff who wish to have their dissertations and theses professionally bound are welcome to enlist the services of the Arnold Library. We are able to provide access to quality, professional binding through the same bindery that handles the Library's journal collection. If you are interested in taking advantage of this service, please follow these brief instructions, and sign where indicated on the form. Your signature implies assumption of financial responsibility, and absolves the Arnold Library of any liability in the event you fail to pay your invoice.

- The library sends quarterly shipments (in February, May, August, and November) of journals to the Trappist Abbey Bookbindery in Oregon. The binding process takes approximately 6-8 weeks. We are not able to make special shipments or arrangements for dissertation binding; all dissertation binding will be included in our regular quarterly shipments.
- Standard pricing is \$23 per bound volume, plus the cost of return shipment. Standard handling includes binding, and standard spine lettering (author and title). Front cover stamping, labels, or special handwork are additional.
- You are responsible for providing us with the number of personal copies you want to have bound, as well as for the cost of binding those copies.
- In return for including your dissertation in our regular shipment, you must provide one copy for the cataloged library collection. Our budget will cover the cost of binding this *one* copy.
- Library copies of all dissertations will be bound in black, with gold print color; the spine will list only the dissertation title and author. Unless otherwise indicated, personal copies will be bound with the same color scheme and spine information as library copies.
- Clearly designate your personal copies versus the library copy, especially if you wish copies printed on special paper and/or with original signatures be bound as your personal copies.
- Please provide shipping/billing addresses in the spaces provided on the attached form (page 2), for delivery of your personal copies. The library can not bill dissertation binding to a budget number. The Trappist Abbey Bookbindery will ship your copies directly to you, with an invoice enclosed. Contact your program coordinator for information regarding your invoice if you wish to charge it to a budget or program number.

We hope that this service will be of assistance to you and provide the Hutchinson Center with archives of your graduate and professional work. If you have any questions or comments regarding this service, please contact Craig Johansen, at x.1745 or cjohanse@fhcrc.org.

Please fill out attached form (page 2).

Dissertation Binding Request Form

Name:

Shipping address:

Billing address:
(if different)

Number of personal copies requested:

A copy has been provided for the Arnold Library's collection. (please check box)

Special instructions (*please clearly designate library copy versus personal copies, especially if personal copies were printed on special paper or have original signatures*):

Signature: _____ Date: _____

Your signature above indicates your acceptance of financial accountability for all costs associated with your personal bound copies. The Arnold Library will pay binding costs for one deposit copy for our collection.

Please return this form with copies of your dissertation to:

Craig Johansen, B1-010