

Bound Personal Copy of Thesis Request Form

As a service to our students, Elihu Burritt Library provides the option to have up to two personal copies of a Master's thesis, Dissertation, or Scholarly Project bound professionally. Bound personal copies are \$20.00 apiece. Students must provide their own print copies of their projects for binding. Requests submitted without the appropriate number of print copies will not be processed. Due to the large number of projects that must be processed each semester as well as the library's policy of not sending bindery shipments during the summer break, the **turnaround time for students to receive bound personal copies of their projects can be between two and six months**. The School of Graduate Studies will notify students when their bound theses are ready.

To obtain bound copies of your project, please fill out the following form:

Student Name: _____
(Last) (First) (Middle Initial)

E-mail Address: _____ **Phone Number:** _____

Project Title: _____

Number of Personal Copies Requested (Circle One):

1	2
(\$20.00)	(\$40.00)

Please attach a check made out to "Friends of Elihu Burritt Library" for the amount indicated above. Forms submitted without payment will not be processed.

Student Signature _____ Date _____

Checklist

- Completed and signed form
- Attached a check made out to the "Friends of Elihu Burritt Library" for an amount corresponding to \$20.00 times the number of bound personal copies of these being requested
- Attached are the number of print copies of the project to be bound corresponding to the number circled above

Questions?

Please feel free to contact Dana Hanford, Associate Librarian with any questions you may have. She can be reached at HanfordD@ccsu.edu or (860) 832-2058.