

Binding Fees

After obtaining all signatures, the student is responsible for personally delivering five copies of his/her thesis/dissertation, each in a separate manila envelope, to the Serials Department (3rd Floor), Prescott Library.

- Extra copies can be bound for an additional charge.
- For dissertations only, one extra copy of the title page and abstract is turned in to the Library for digitizing.
- Students pay all binding fees when copies are turned in to the Library.

The following are current binding fees for theses and dissertations and are **subject to change** at any time.

For 5 Copies	Without Pockets	With Cloth Pockets*	With Plastic Pockets*
<i>Thesis</i>	\$ 56.00	\$101.75	\$ 81.00
Dissertation	\$121.00	\$166.75	\$146.00
Honors Thesis	\$ 56.00	\$101.75	\$ 81.00
Extra Copies	Without Pockets	With Cloth Pockets	With Plastic Pockets
Thesis	\$ 10.10	\$ 19.25	\$ 15.10
Dissertation	\$ 10.10	\$ 19.25	\$ 15.10
Honors Thesis	\$ 10.10		
	Mailing Costs		
Domestic Mailing	\$ 10.50 each copy **		
International Mailing	ADD \$24.00 each copy**		

*For thesis/dissertations accompanied by media or other large items.

**To avoid paying mailing costs, students can pick up their theses/dissertations at the Library when returned from the bindery.

One of the five (5) copies is for the student's personal use. In order to ensure proper delivery of the student's bound copy, you must provide the Library with a current mailing address.

- If the thesis/dissertation is to be mailed out of the United States, there is an additional charge for postage.

Students wishing to copyright their dissertation may request that PQIL do it for them.

- If this choice is made, an extra charge is imposed by PQIL, and the extra charge is paid at the time of payment for the binding fees.

- All dissertations must be accompanied by “**Doctoral Dissertation Agreement Form D**” (available for download at www.il.proquest.com/dissertationagree, username “dissertations” and password “publish”). **Form D** also requires submission of a copy of the title page and abstract (included in the submission count to the Library). The student must fill out the form and sign the back side (complete pages 4-5). The binding fee paid to the Library includes a bound copy for UMI and digitizing.

If the student wishes to **copyright** the dissertation, the student must also complete the section “*Publishing Agreement Form: Authorization to Apply for Registration of My Claim to Copyright*” on Form D and pay the \$65.00 fee to PQIL as indicated on the form. There is an additional charge of \$160.00 payable to PQIL for students wanting “**open access**” for their dissertation.