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 bound professionally. Bound personal copies of theses are $20.00 apiece. Students must provide their own print copies of their theses for binding. Requests submitted without the appropriate number of print copies will not be processed. Due to the large number of theses 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 theses 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 thesis, please fill out the following form:

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

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

Thesis Title: _____

Number of Personal Copies Requested (Circle One): 1 ($20.00) 2 ($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 the number of print copies of the thesis to be bound corresponding to the number circled above

Questions?

Please feel free to contact Steven Bernstein, Associate Librarian for Cataloging & Metadata with any questions you may have. He can be reached at Bernsteinstj@ccsu.edu or (860) 832-2079.

Rev. 07/03/2019