TO:	Bindery Section, Davidson	Library	Date:		
FR:			Budget Number:		
RE:	Binding of Departmental D	issertations or 1	Γheses		
AUT	HOR:				_
*TITI	.E:				_
abbr	ase limit the length of the titleviate or shorten the title. Uhe, including author and title.			_	-
Plea	se circle preferred buckram	color:			
red	tan	light blue	black	green	
wine	brown	blue	light green	orange	
Plea	se circle preferred lettering	color: white	gold		
How	many copies of this title are	e in this order?			
Department Signature of Approval			Department		_

Lib-146, Serials 6/06

- 1) Complete title, author, preferred buckram & lettering color.
- 2) Take the form to your department for budget number & approval signature.
- 3) Take the form along with copies to be bound to the Davidson Library. The UC Bindery only binds manuscripts; they do not copy them. You must provide the exact number of copies to be bound. Check all volumes. Count the pages. Be certain that there are no missing pages and that that they are all oriented correctly. Copies should be separated and placed into boxes or manila envelopes.
- 4) The library will return the bound copies to your department. It takes approximately one month for the shipping and binding process to be completed. Upon receipt of your bound manuscripts, check your manuscripts carefully, ensuring that there are no errors.