

Policy for Thesis/Dissertation Binding by Library for School of Graduate Studies

1. School of Graduate Studies and Library copies: Students who complete their thesis/dissertation, are to submit <u>two copies</u> to:

Attn. Dr. Kelsie Endicott School of Graduate Studies and Research University of Maryland Eastern Shore Engineering and Aviation Sciences Complex, Suite 3046, Room 3047 Princess Anne, MD 21853

		The School of Graduate Studies sends <u>both copies</u> to the Serials/E-Resources Department in the library to be bound, usually following graduations in May and December. (The fee for binding both copies is paid by the School of Graduate Studies.)	
		Once bound, the library returns <u>one copy</u> to the School of Graduate Studies for their records and retains the <u>second copy</u> to be cataloged for the collection.	
2.	the the up	Personal bound copy: Students who also want a bound copy for their personal records, may contact the library. Please note that there is a \$25 fee (per copy) and that theses/dissertations are sent to the bindery only twice a year. No mailing services are available; the student must drop off and pick up the copy in person. Please follow the steps below based on whether the student or School of Graduate Studies is paying the fee:	
		<u>Fee Paid by Student</u> : The \$25 fee (per copy) should be paid to Auxiliary Services (SSC, 2nd floor) and a receipt must be given. The receipt and a printed copy of the thesis/dissertation should be brought to the Serials/E-Resources Department, along with contact information (email and cell phone) and arrangements for pickup.	
		<u>Fee Paid by School of Graduate Studies</u> : The School first sends an authorization email specifying student name and billing account number for the \$25 fee to the Serials/E-Resources Department before the printed copy can be brought to the library, along with contact information (email and cell phone) and arrangements for pickup.	

3. ProQuest Dissertations and Theses Global database: Although the university does not submit work on behalf of students, theses and dissertations can be submitted directly to ProQuest for publishing: https://about.proquest.com/en/dissertations/student-authors/

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