Binding Guide

Preparing materials for binding

Binding services are for students who complete their thesis, dissertation, or DNP project at the UT Health Science Center at San Antonio.

The following steps need to be completed prior to bringing in your materials:

Complete the binding memo. Please type all information.

- Thesis & dissertation binding memo
- DNP binding memo

Print all copies you want bound. The library does not print copies from electronic versions.

**IMPORTANT:** Place each individual copy in an unsealed envelope and write full name on the outside. Make sure pages are in order you want them bound. Library staff will not rearrange or insert pages. Envelopes will not be returned.

Dropping off materials for binding

Theses, dissertations, and DNP projects should be dropped off at the Library Circulation Desk for binding. Please make sure to bring the completed binding memo along with all copies in individual envelopes.

Cost: **$14 per copy.** Payment is required when items are dropped off. Payment: Cash, check, credit cards and authorized Project IDs are accepted.

Binding is done off-site and generally takes 3-4 weeks from the time it is shipped.

Picking up bound materials

When copies return from binding the following steps are taken:

- Copies are checked for quality, quantity, and accuracy.
- Email is sent to contact person listed on binding memo.

Bound copies can be picked up at the Library Circulation Desk during regular library hours.
Archival Copies

The library maintains archival copies of all theses, dissertations, and DNP projects produced at the health science center. Digital copies are accessible through the Library’s Digital Archive.

Digital Archive permission forms:

- Permission forms for theses and dissertations are completed during the Proquest submission process.
- Doctor of Nursing Practice students must submit the completed DNP permission form to the library in person or via email to DigitalArchive@uthscsa.edu

Questions?

If you have any questions or concerns, please contact Andrea N. Schorr, Head of Resource Management