TO:	Binder Section, Davidson Library	Date:	
FROM	1:	Budget Number:	8-402490-19900-3
RE:	Binding of Departmental Dissertations or Th	nesis	
AUTH	OR:		
*TITLI	E:		

* Please limit the length of the title. The University Bookbindery cannot fit a long title on a spine. You may abbreviate or shorten the title. Unless specified for scientific terms, all spine lettering is printed in UPPER case, including author and title.

Buckram color	Foil lettering color

Number of copies	Department
	Materíals

Forwarding Address

Departmental Signature of Approval

Lib-146, Serials 9/05

- 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 the copies to be bound to the Davidson Library. 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.