

APPENDIX E

OHSU LIBRARY DISSERTATION BINDING GUIDELINES

LIBRARY CONTACT: Summer Steele (503-494-2399; steeles@ohsu.edu)

Student Guidelines:

1. One bound copy is required for the library. A Dissertation Library Binding Receipt is required to be submitted to the Graduate Studies Office indicating that the Dissertation has been submitted to the OHSU library. Once this form is submitted, your transcript will be cleared for the degree. The form is obtained from the OHSU SON website at URL: <http://www.ohsu.edu/son/student/studforms.shtml>
2. The library will charge \$30.00 per copy for binding. This may be paid by cash, check, credit card (Visa or Master Card) or grant funds.
3. The student must make an appointment with the reference librarian to process the dissertation. For this the student must bring:
 - a. All copies of the signed Dissertation. It is helpful to put a colored sheet between each set.
 - b. The reference librarian will assign the MeSH (Medical Subject Headings), which specifically describes the contents of the Dissertation.
 - c. Payment is made at this time and the librarian will provide a receipt.
 - d. The library will retain one copy of the bound dissertation.
 - e. Bound copies will be ready in three to four weeks. The librarian will notify the student by phone or e-mail that the copies are ready to be picked up.
4. Because of cost and space limitations, only the research title, the author's name and the date are printed on the spine of the bound Dissertation. There are 67 spaces per line. Only Dissertations over 7/8" thick can have a second line of print.

Mailing Bound Dissertations:

1. This will not be an automatic response. Students must tell us they want the service.
2. There will be a charge of \$5.00 per Dissertation copy for domestic shipping via USPS and a charge of \$20.00 per copy for international shipping via UPS to cover postage and insurance. This must be paid before copies are mailed. The extra charge can be paid at the same time as the binding payment.
3. The library must have the correct mailing address. If the student plans to move before the Dissertation is mailed, they must inform the library of the new address.