MSOE LIBRARY HARDCOVER BINDING OF PERSONAL DOCUMENTS

MSOE employees, graduate students, and undergraduate students may purchase hardcover-binding for personal copies of selected personal documents from the MSOE Library. “Personal documents” may include, but are not limited to, doctoral dissertations, master’s thesis documents, master’s capstone design project reports, graduate specialty papers, and senior design project reports. Hardcover binding may be purchased for other types of documents (e.g., personally owned runs of journals or magazines, personally owned copies of books), subject to approval by the Library Director. Binding is black hardcover featuring white lettering (Arial font type).

Orders should be placed through the MSOE Library. Use this order form to request your personal hardcover copies.

Cost

Generally, two standard pricing options are available. The cost of hardcover binding for a single volume with the title (or an abbreviated version of a lengthy title) on the spine, but without the title on the front cover is $22 per volume. The cost of hardcover binding for a single volume with the title (or an abbreviated version of a lengthy title) on the spine, and with the title on the front cover is $25 per volume. These prices are subject to change without notification. Please note that large documents may need to be bound in two or more separate volumes; the cost for all binding is determined per volume. Requests for custom orders may be made (see below). Custom orders include, but are not limited to, different binding color requests, additional imprinting on front covers, and so on. However, whether or not a custom order can be filled can only be determined after library personnel consult with the library’s bindery service. Custom order pricing is different than standard pricing, and will be determined by library personnel in consultation with the library’s bindery service.

Payment

Payment should be in the form of cash or a check. Checks should be made out to “MSOE.” Payment should accompany this order form and should be made to the MSOE Library.
ORDER DETAILS *(Please Print Clearly)*

Your Name: ___________________________________________________________

Your Telephone Number: __________________________________________________

Your E-mail Address: _____________________________________________________

Your Mailing Address:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Total Number of Volumes Ordered: ______________________________

Number of volumes featuring plain cover with title (or abbreviated title) on spine (cost is $22 per volume): 

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Number of volumes featuring title (or abbreviated title) on spine, and title on front cover (cost is $25 per volume):

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CUSTOM ORDER INSTRUCTIONS: Please attach a separate sheet with your custom order instructions.

Total Cost: ______________ Date Paid: ____________________________

The customer must supply the MSOE library with sufficient numbers of suitable paper copies of personal documents that will be sent to the bindery for hardcover binding. The personal document is bound as part of the library’s normal bindery function. Therefore, the document is sent to the bindery in one month and is returned the following month, although the return time may be longer than one month depending on when the document is submitted in the bindery cycle. Library personnel work with the bindery to ensure the quality of the binding. Occasionally, slight delays in return times may also occur as a result of quality control activities.

Questions? Contact Gary Shimek at shimek@msoe.edu (414) 277-7181.