

## Thesis Binding Policy

Thesis format and binding requirements are set forth in the CSU-Pueblo Catalog, Graduate Programs section, under Graduation Requirements, which states that potential graduates must:

“Complete a thesis or directed research project if required by the program. If choosing the thesis option, submit an electronic copy and one unbound paper copy of the approved thesis to the Library. Reproduction and binding costs are the responsibility of the student. (Individual programs may require additional bound copies.)”

The catalog further specifies high quality paper for all university copies, with color pages where appropriate and clearly states that “the completion of the thesis, including preparation and duplication, is the sole responsibility of the student”.

The Library will send university and personal copies of each thesis as part of regular binding shipments, so the student may receive the library’s volume discount price. Current binding cost per copy is **\$9.25**.

The student or his/her advisor should bring all thesis copies, including an electronic copy, and a personal check or money order—made payable to **Houchen Bindery**—to Felicia Martinez-Goodwin in LARC 326A in the University Library’s Technical Services Department. Please make an appointment with her by calling (719) 549-2398 or you may email her at [felicia.martinez@csupueblo.edu](mailto:felicia.martinez@csupueblo.edu). At that time, the student will also receive information about the CSU-Pueblo Digital Repository and complete a form that will allow the Library to ingest the thesis electronic copy into the Repository. The student should review all thesis copies for errors before binding, as they will be bound “as received”. The library will notify the student’s advisor within 48 hours that the student’s theses have been submitted and payment received. Turn-around time is up to two months depending on shipping dates and the date the Library receives the thesis copies. The Library is not responsible for copies lost or damaged by the binder, or in transit.

When the bound volumes are returned to the library, the student and his/her advisors will be notified within 48 hours, and may pick up the volumes from Felicia Martinez-Goodwin. Please contact her for further information.