THESIS BINDING POLICY
Courtright Memorial Library
Otterbein College

Otterbein's Courtright Memorial Library will arrange for the binding of the final copy of a student's masters thesis or capstone project. One copy will become the personal property of the student, one copy will remain as part of the Library's circulating collection **and one copy will be housed in the College Archives.** The student is responsible for all copyright procedures, if desired.

After the paper or project has been approved by the supervising professor, the student will provide **three** clear copies to the Library. These may be either originals or copies of the paper or project. **Copies** with gutter margins that allow extra space for the binding process are preferred.

The Library will send **all** copies of the paper or project to a commercial bindery to be bound in a book format. The color choice of the binding is that of the Library personnel. Unless another option is stated when the copy is delivered to the Library, the name used on the binding shall be the name as it appears on the title page or statement of the document.

When the bound copies are returned to the Library, one copy will be held for the writer of the paper. One copy will be retained in the Library collection and cataloged as part of the collection, where it may be used for research by Library users or possibly called for Interlibrary Loan by users of another library. **One copy will be catalogued and placed in the College Archives**. The Library pays all binding and processing fees for the copies that it retains, and the department in which the student is enrolled will be charged by the Business Office for the cost of binding the **personal** copy. Additional copies may be bound if the writer supplies extra copies of the material and is willing to personally pay the binding charges.