

## Bird Health Sciences Library - Request for Personal Binding

The Library is offering two options to request binding of personal copies of dissertations or theses.

Currently the bindery being used has suspended activities, therefore it may be a 10-14 week turnaround to receive bound manuscripts.

### Dropping Off Copies for Binding

Due to restricted access to the Library, the student will need to schedule an appointment to leave copies for binding.

- Email [bhslphot@ouhsc.edu](mailto:bhslphot@ouhsc.edu) to submit your request for an appointment and someone will contact you to make arrangements.
- Complete this form and bring it to your appointment: [Dissertation Thesis Request for Binding](#)
- You will need to pay for copies (\$12/each) during your appointment using a credit card (we are not accepting cash or checks).

You (or your surrogate) will be contacted when the copies have returned from the bindery.

### Email Manuscript for Printing and Binding

Due to restricted access to the Library, we are offering an alternative to dropping off copies for binding.

- Complete this form: [Dissertation Thesis Request for Binding](#)
- Email the completed request form to [bhslphot@ouhsc.edu](mailto:bhslphot@ouhsc.edu) and attach the PDF file of your dissertation or thesis, ready for printing.
- You will be charged for printing (\$.15/page) and binding (\$12/each); Library staff will contact you to provide a credit card as payment prior to the work being started.
- Copies will be printed on regular copy paper directly from the file provided as is, no corrections or modifications will be made to the file. The manuscript will be printed single-sided.

You (or your surrogate) will be contacted when the copies have returned from the bindery.