

Thesis binding at the University of Auckland

Offline order form

The [Guide to Theses and Dissertations](#) sets out specifications for the presentation and layout of theses, including general binding requirements and the number of copies to be submitted.

- 19 millimetre left margin is required for the spine.
- 15 millimetre margin is required on the three remaining sides.
- The maximum thickness for one copy is seven centimetres, or approximately 600 sheets.
- Pricing is detailed on page 2. Prices vary depending on the type of binding you request.
- Masters theses and doctoral theses for final submission **must** be hard bound.
 - **Hard bound:** Lumbeck binding is used to create a particularly durable product. Items may be covered in buckram (available in 12 colours) or leather (available in navy or black).
 - **Quarter bound (QBD):** Uses the Lumbeck process and features a hard cover, with a spine covered with binding cloth.
 - **Limp bound:** Uses the Lumbeck process. Items may have a flexible cover of any material, and a spine covered with binding cloth.

The Bindery can also provide for special requirements such as photo guard sheets, CD sleeves and pockets. Contact the [Bindery Manager d.spadafora@auckland.ac.nz](mailto:d.spadafora@auckland.ac.nz) if you have additional or complicated requirements.

To request binding using the offline order form:

- Complete the [Thesis Consent](#) form and the following Thesis Binding offline order form.
- If your department has agreed to pay for the binding of your thesis, your head of department or supervisor must complete the *Department Payment of Thesis section* on the Thesis Binding offline order form.
- Take non-urgent theses for binding to the General Library [Lending Desk](#) lending.library@auckland.ac.nz, along with your completed forms. Allow at least one week for completion.
- Take urgent or complicated binding directly to the [Bindery](#), along with your completed forms. Allow at least 2-3 working days for completion. Note that the time frames required for both urgent and non-urgent binding may be considerably longer during periods of high demand, such as prior to graduation ceremonies.
- Collect and pay for your bound theses at the General Library [Lending Desk](#). To make other collection and payment arrangements, contact the [Bindery Manager](#).

Offline order form on next page

The University Bindery – Offline order

Application for Thesis Binding / Job No (office use only): _____

Author: _____ Name of depositor: _____

Email: _____ Phone: _____

Collect from:

- General Library Enquiries University Bindery, 4 Neilpark Drive, East Tamaki

Please ensure the pages are in the correct order and around the right way, the Bindery does **NOT** check this.

THESES (Buckram) please tick appropriate box		
Title Spine & Front <input type="checkbox"/> 1x = \$66 <input type="checkbox"/> 2x = \$121 <input type="checkbox"/> 3x = \$176 <input type="checkbox"/> 4x = \$231 <input type="checkbox"/> 5x = \$286 <input type="checkbox"/> 6x = \$341 <input type="checkbox"/> 7x = \$396 <input type="checkbox"/> 8x = \$451 <input type="checkbox"/> 9x = \$506 <input type="checkbox"/> 10x = \$561	Title Spine only <input type="checkbox"/> 1x = \$55 <input type="checkbox"/> 2x = \$103 <input type="checkbox"/> 3x = \$151 <input type="checkbox"/> 4x = \$199 <input type="checkbox"/> 5x = \$247 <input type="checkbox"/> 6x = \$295 <input type="checkbox"/> 7x = \$343 <input type="checkbox"/> 8x = \$391 <input type="checkbox"/> 9x = \$439 <input type="checkbox"/> 10x = \$487	Colour <input type="checkbox"/> Black <input type="checkbox"/> Navy <input type="checkbox"/> Blue <input type="checkbox"/> Orange <input type="checkbox"/> Brown <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Yellow <input type="checkbox"/> Maroon <input type="checkbox"/> Tan Lettering <input type="checkbox"/> Gold <input type="checkbox"/> Silver
OTHER BINDING (no. required)	SPECIAL INSTRUCTIONS (no. required)	
Leather Bound \$90 (approx): Navy & Black only	CD sleeves \$3.50:	
Limp Bind \$10.50:	QBD \$21 (with spine title \$35):	

PRICE QUOTED: \$ _____ (GST inclusive) See next page for payment information.

Author Name for Spine: _____

Spine Title: _____

(Normal font size maximum: 50 characters; Small font maximum: 100 characters)

Front Title (if required): _____

Other Comments: _____

Office use only

Date deposited: _____ Staff sign: _____

Date returned: _____ Staff sign: _____

LENDING: this thesis/es is/are authorized to be picked up by: _____

PAYMENT METHODS:

- Payment by Department, complete the form below
- Payment by Cash, cheque, EFTPOS and Credit Card can be made at the Bindery or at General Library Enquiries or by emailing credit/debit card details to lending.library@auckland.ac.nz
- Payment by Internet Banking at least 3 days before collection of binding.
University of Auckland ANZ Bank Account 01-1839-0818777-00 Reference 650012_5003 and your name. Please bring bank proof of the transaction when collecting your binding.

DEPARTMENT PAYMENT OF THESIS

If your department has agreed to pay for the binding of your thesis, you and your Supervisor or Head Of Department (HOD) must complete the following sections.

To the University Bindery:

The department agrees to pay the binding costs for
.....copy/copies of the thesis

.....
.....

..... (title),

by(Author).

HOD/Supervisor to complete this section

Failure to complete this section will result in delays in Binding the thesis

Please charge:

Account code number:

Activity Centre number (4 digit dept ID code):

Project code number (if required)

PRESS Account code number (if required)

HOD/Supervisor

Signed: *Contact phone number:*.....

Printed name: *Email address:*.....@auckland.ac.nz

Department/Faculty:.....