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Thesis/Dissertation Requirement Checklist (as of 3/08)

BEFORE YOU COME TO THE LIBRARY:

- * 1. Make copies of your thesis or dissertation:
 2 **Required** Library copies (1 for your Department, 1 for Archives)
 _____ Personal copies (any amount, as desired)
 _____ Total copies

PLEASE NOTE:

- You must supply the library with all required and personal copies. The library does not have a high-speed or color copier to provide this service for you.
- All copies must have a signed title page.
- If you have a CD or map that accompanies your paper, you will need to submit one for each copy of your paper.
- CDs must have your name labeled on them. Maps must be pre-folded.

- * 2. Go to: <http://dissertations.umi.com/usu> to upload a PDF copy of your paper to ProQuest. Complete all required steps and pay your publishing/micro filming fees online to ProQuest.

PLEASE NOTE:

- ProQuest gives you the option of ordering bound personal copies from their company. These are not the same personal copies you can choose to have bound through the library.

- * 3. If you have not previously completed the "Electronic Thesis and Dissertation (ETD) Approval Form", provided in your defense packet, go to: <http://library.usu.edu/etd> to print and fill-out this form.

PLEASE NOTE:

- This form requires author's signature. No one may sign it for you.

- * 4. Locate and have ready your white Binding Fees Card signed by the Dean of the Graduate School.

WHAT TO BRING TO THE LIBRARY (2nd floor Journals/Newspapers Desk):

- * 1. Bring required and personal copies of your thesis or dissertation (including any CDs or maps) to the Journals/Newspapers desk any time that the library is open.
- * 2. Your completed Electronic Thesis & Dissertation (ETD) Approval Form.
- * 3. Your white Graduate School Binding Fees card signed by the Dean of the Graduate School.
- * 4. Have payment ready in the form of cash, check (payable to USU Libraries), aggie express or departmental Pcard. Debit or credit cards are not accepted at this time.

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WHILE YOU ARE AT THE LIBRARY:

A staff member will:

1. Count and verify the number of required & personal copies you are submitting for binding.
2. Check online to verify successful completion of your electronic PDF submission to ProQuest.
3. Verify completion of your Electronic Thesis & Dissertation (ETD) Approval Form.
4. After you provide payment, you will be given the date your bound personal copies will be available for pickup.
5. If all steps and paperwork are complete, library staff will sign and give you a copy of the Binding Fees Form (graduation clearance form) to take back to the Graduate School.

PLEASE NOTE:

- The library is unable to mail personal copies to you - please make arrangements if you are unable to claim your bound personal copies in person.
- Personal copies that are not claimed within 6 months are sent to your department.
- Until all of the above steps have been completed, library staff will be unable to sign your Binding Fees card, allowing you to graduate.

For questions or additional information, please contact:

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