MASTER’S THESIS DROP-OFF FORM

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FEE SCHEDULE:
UMI Digital Publishing Fee $ 45.00
Library of Congress Copyright Registration Fee (if desired) 45.00
[Note: UMI recommends registering theses with the Library of Congress, but current copyright law does not require this.]
Binding of Department Copy (if required by Department) 9.25
Binding of Library Copy (if required by Department) 9.25
Binding of Personal Copies (per copy) 9.25

MAKING A LIBRARY APPOINTMENT: Students are required to make appointments with the Hofstra University Library Serials Office in order to drop off copies to be bound, to fill out copyright forms (if the student chooses), and to pay digital publishing and binding fees. Please call (516) 463–6426 or (516) 463-6439 to make an appointment. The Serials Office is located on the ground floor of the Library (Axinn 021) by the circular staircase. It is the corner office, next to the Periodicals Desk.

STUDENT PROVIDES: Students must provide one copy of the thesis with original signatures to be filed with their forms whether or not they are requesting copyright registration, and one extra copy of their abstract (which can be up to 350 words in length). Students must provide additional photocopies for binding purposes for all the other required copies (departmental, library, and personal copies).

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<td>$45.00</td>
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(March 23, 2006)