



Department Project "Printing Guidelines"

Kennel Copy Center
278-3945

The Kennel Copy Center has developed guidelines to assist you with your department project printing needs.

This information is for **department projects only** and not these through the Graduate Studies office.

Printing Guidelines:

(1) Does your department require a hard book bind or a velo-bind?

Some departments only require a velo-bind. The difference between the two a velo-bind consists of a light weight vinyl front & back cover attached by a side strip and a hard book bind looks like a book which can be gold stamped.

(2) Do you require gold stamping for your hard book bind?

Please make sure to check with your department advisor if you require gold stamping on the copies that will be submitted to your department. Gold stamping is now done in the Copy Center.

Gold Stamping charges are the following:

\$7 per line for the cover and \$10 for the spine.

Please allow up to 3 weeks for gold stamping during our peak time.

(max. number of characters per line 45; Spine is 55)

(3) The Copy Center can make your copies or you can provide your copies.

You will need to provide a hard copy. Also the largest project we can bind is up to 300 pages. If your project exceeds 300 pages then you will have to split your project into two books (ex: Vol 1 and Vol 2). Please check with your advisor if you are required to use 25% cotton bond acid free paper. Not all departments require the use of acid free paper.

Please make sure to proof your project. Check through all your pages to make sure they are in order and clear of specks. Any specks left on the paper will be picked up by the copier when copying the material.

Copy Center Charges:

Navy hard book bind-\$18.00

Velo-bind-\$4.50

Copying on 25% cotton bond (acid free) paper-\$.13 per page

Please allow 2 business days to bind your project if you do not require gold stamping. For all orders that require gold stamping please allow up to 3 weeks to complete during our peak times.