

Trinity College Library  
HARTFORD, CONNECTICUT 06106

**Re: Binding Non-Library Material**

The Library currently sends volumes to be bound to Acme Bookbinding every two weeks. Requests to bind volumes for College departments and individuals associated with the College will be handled on a limited basis as space and time allows.

The cost is usually \$20 per volume, but it may be higher based on the type of work. To make the necessary arrangements, see one of the Library's bindery preparation assistants:

Bronzell Dinkins	x2244
Amy Olson	x5120

Departmental Binding

For departmental binding, the cost is charged to a departmental account number. Fill out the attached form including an account number and an authorized signature. (form below).

Personal Binding

For personal binding, payment is due by cash or check before the volumes will be sent out. Checks are payable to the Trustees of Trinity College.

Additional Information

Owners will be called when finished volumes are returned. Usually they can be forwarded to them through the campus mail.

Please note: For theses and other papers, the College's Central Services Department or a local copy center may be able to provide a less expensive and more suitable solution for individual binding. Contact them directly to see what other options may be available.