

UJ Library Bindery Procedures
(Final Thesis and Dissertation binding)

Bindery Hours: Students/Clients 08h00 – 15h30.
Bindery Staff 07h30-16h00).
Closed weekends.

1. We **do not print** any copies for students/clients. Please confirm with your faculty/dept. if the printing must be done single or double-sided, as well as the spacing of your document.
2. Once your copies have been printed, you will be held accountable if your copies are not checked for correctness. **Please double-check your copies** before handing them in for binding. The Bindery will not be held responsible for pages that are not in the correct order or other errors. "To redo binding will cost you".
3. Complete an intake form and you will be handed a receipt to make payment immediately before the copies are sent to the Bindery. **Proof of payment must be submitted before any binding will be done. (Please do not make payment before handing in your documents).**

New Banking details for EFT/Cash Payments: FNB - UJ Main
Type: Public sector cheque
Account no: 62615873149 (code: 251705)
Branch: Main Street (051)
Reference: Bindery intake no. and surname

5. **Colours:** Red / Maroon / Blue / Black / Green / Tan / Brown / Navy Blue. **Lettering:** Gold or Silver.
6. **No** student cards can be used to pay for binding. **ONLY Card and EFT** payments are accepted. **NO CASH.** A Swipe facility is available at the Circulation Desk, APK Library, Level 1.
7. **Important:** If your department is paying for your binding, please submit a **signed memo** from your HoD/Supervisor, indicating the number of copies to be bound, your name, and student no. with a cost code/entity no. (Refer to the attachment).
8. The estimated time for completion is **5-7 working days (or sooner)**, excluding weekends, depending on the workload in the Bindery. **Please note** Graduation periods! When calling in to check on the progress please quote the **Bindery Intake No.** (BIN) on your yellow receipt.
9. You will receive an email informing you when your binding is ready for collection. **On collection and before signing for your binding, please check for any spelling errors, e.g. names, titles, etc.**
10. A CD-ROM has replaced the **Quarter-bound** library copy. (Ask your Faculty/Dept for more information).

If you have any queries please do not hesitate to contact:

1. Margo Kesten – 011 559 2181; email margok@uj.ac.za or licbindery@uj.ac.za
2. Michael Mokoena (Manager: Bindery) – 011 559 2161/2, email michaelm@uj.ac.za

Postal Address:	Physical Address:
University of Johannesburg	University of Johannesburg (APK Campus)
P O Box 524	Cnr University and Kingsway Roads
Auckland Park 2006	Auckland Park, Johannesburg

NB: NO access to the bindery department by clients.

2022 BINDERY TARIFFS	
ITEMS	2022 Price (Rand)
A4 Full Binding (Mock) (UJ Standard)	300.00
A5 and B5 Full Binding (Mock)	220.00
A3 Full Binding (Mock)	300.00
A4 Semi Leather (Half)	600.00
A5 Semi Leather (Half)	500.00
A4 Quarter Binding (Hard Board)	180.00
A5 Quarter Binding (Hard Board)	150.00
A3 Quarter Binding (Hard Board)	220.00
A4 Soft Cover (Soft Board)	120.00
A4 softcover (Plastic)	60.00
Graduation Certificate Folders	350.00
Graduation Certificate Tube (SMALL)	350.00
Note Book (LARGE)	130.00
Note Book (SMALL)	110.00
A4 Full Leather (GENUINE)	720.00
A5 Full Leather (GENUINE)	600.00
REFILL Note Book (LARGE)	10.00
REFILL Note Book (SMALL)	10.00
Blocking and Printing ONLY	15.00
Repairs	100.00

Thank you for using the UJ Bindery Service