



DMin Project Submission to the Library

1. Before submission, please be sure your signature page has all required signatures and that the title on your signature page is exactly the same as the title on your project cover/title page. The signature page is the official document of your project. If you alter your title in any way during the editing process, the changes **MUST** be made on the signature page as well.
2. Fill out and sign the Thesis Copyright and Release Form, located on the Eastern University/Warner Library website. Attach a pdf of your finished project to this form. The electronic version of your project will be added to the eBrary database.

<http://www.eastern.edu/library/thesis-copyright-and-library-release-form>
3. Provide one hard copy to the library to be cataloged and included in the library collection. This copy must contain your signature page. If you would like a personal copy or copies of your project bound as well, please submit those hard copies with your library copy. The library will not make copies of your project for you.
4. The bindery fee is \$30 per copy (cash or check made out to Palmer Seminary). Please include payment with your submissions.
5. Bindery shipments are done on an “as needed” basis, and we cannot guarantee when you will receive your bound copies. It can often take several months. If you need your personal copies bound sooner, you’re welcome to pursue an independent binder.

Please note: Palmer Seminary Library’s process for DMin Project submission may differ from that of Eastern University/Warner Library. Refer to the guidelines above if you encounter discrepancies. Please contact Jeron Frame at the Seminary Library if you have any questions (484-384-2945 or jframe@eastern.edu).