

# UNIVERSITY OF NAIROBI

## LIBRARY DEPARTMENT

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### PROCEDURE FOR SUBMISSION OF SOFT COPY OF THESIS/PROJECT/DISSERTATION FOR PRINTING AND BINDING

1. Graduating student forwards a duly signed PDF version of their project/thesis and dissertation and other relevant documents to their respective Deans.
2. Dean forwards verified documents to Graduate Studies Secretariat and in return, the Secretariat forwards the same to the Library through [periodicals@uonbi.ac.ke](mailto:periodicals@uonbi.ac.ke) for printing and binding.
3. The Library Bindery raises invoice which contains payment details, bank details, paying charges and emails to the student to pay for printing and binding services.
4. Students are encouraged to use Mpesa payment mode by using their personal phone numbers for ease of identification.
5. Student Scans and forwards a copy of the payment evidence to [bindery@uonbi.ac.ke](mailto:bindery@uonbi.ac.ke).
6. Library Bindery confirms payment, clears students for binding services, forwards scanned copies of the clearance form and payment receipt to Graduate Studies Secretariat, Dean and the Student.
7. Library prints and binds copies of thesis/project/dissertation, distribute to departments and uploads the soft copy to the Digital repository.

**NB.**

- Original receipts can be collected from Library Bindery at Jomo Kenyatta Memorial Library (JKML) Main Campus after clearance.
- All bound copies shall be retained by the University and students who require additional copies can place a request to the Library upon payment.

  
Angela M Mumo  
Director, Library and Information services