



Book	Operational Guidelines Manual
Section	Operational Guidelines Manual
Title	Laminating Procedure
Code	Section 40
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LAMINATING POLICY

Size of Laminating Film: Laminating film is 25 inches wide and will seal materials up to 24 inches wide. Items less than 2 inches by 2 inches may not be laminated unless backed onto a larger sheet of paper.

Cost for Laminating: The cost is \$.50 per linear foot with a 1 foot minimum. Payment must be made when materials are picked up.

Laminating Schedule: Lamination is done when staff time permits up to 7 days. All materials must be picked up during regular business hours within 7 days after customer notification.

Due to the heat process involved in lamination and the possibility of special coatings on the materials, the library assumes no liability as to its effect on the items being laminated.

The library reserves the right to refuse any lamination request.

Only designated Library staff and volunteers will have hands-on access to the Laminator.

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