

LAMINATING POLICY

Size of Laminating Film

Laminating film is 25 inches wide and will seal materials up to 24 inches wide.

Cost for Laminating

Laminating service is available at a charge of one dollar (\$1.00) per linear foot, (measured from start to end of laminated materials and rounded up to the nearest six inches) with a minimum charge of \$1.00.

Laminating Schedule

Patrons may bring in and leave materials to be laminated, if they have a minimal amount. All materials must be picked up during regular business hours within 7 days after patron notification.

Disclaimers

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. Patrons are advised that discoloration, bubbling, and such are a probability when laminating.

The information that is to be processed may not represent treason or libel (as proven in court) or pornography.

Copyright Statement: The Library adheres to the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

We cannot laminate social security cards.

**North Judson-Wayne Township Public Library
Laminating Form**

I have read and understand the North Judson-Wayne Township Public Library policy regarding lamination.

I am leaving the following item(s) for laminating (include description, size, and number of pages):

I ~~take special note of~~ **agree to** the following:

- The information that is to be processed does not represent treason or libel (as proven in court) or pornography.

The Library has the right to dispose of items not picked up 7 days after notification

- The Library is not responsible for damage or loss of materials or the final condition of processed materials. No refunds will be issued.

- ~~The Library endorses the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.~~ **(Don't see a purpose to this since this is not a copying policy.)**

NAME (PLEASE PRINT)

DATE

SIGNATURE

PHONE

STAFF INITIALS

Date left for lamination		
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Date Laminate		
Feet Laminated (up to nearest 6")		
Amount charged		
Date Patron notified		
Date of pickup		