

Sandwich Public Library District

Laminating Policy

Approved December 8, 2015



Size of Laminating Film: Laminating film is 27 inches wide and will seal materials up to 26 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 \$1.00 per linear foot. Payment must be made when materials are left for lamination. The price for non-profit organizations is half or .50 cents per foot.

Laminating Schedule: Lamination is done once a week, staff time permitting. 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 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.

Laminating Application Form follows.

Sandwich Public Library District

Laminating Application



I have read and understand the Sandwich Public Library District policy regarding lamination.

Items left for processing (include description, size, and number of pages)

I take special note of the following:

- 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 information that is to be processed does not represent treason or libel (as proven in court) or pornography (as established by ordinance).
- The Library endorses the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

(STAFF USE ONLY)

DATE LEFT FOR PROCESSING: _____ **STAFF INITIALS:** _____

AMOUNT PAID: _____ **STAFF INITIALS:** _____

DATE OF PROCESSING: _____ **STAFF INITIALS:** _____

DATE CUSTOMER NOTIFIED: _____ **STAFF INITIALS:** _____

DATE OF PICKUP: _____ **STAFF INITIALS:** _____