



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:** _____

Approved 9/11/2018