



## Laminating Policy

### Terms & Schedule:

- Lamination is done once a week or as staff time permits.
- All materials must be picked up during regular business hours within 7 days after customer notification.
- The information that is to be processed may not represent treason or libel (as proven in court) or pornography.
- 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.
- Payment must be made when materials are left for lamination

### Size of Laminating Film:

- Laminating film is 27 inches wide and will seal materials up to 26 inches wide.
- Smaller sizes are available.

### 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.