

Laminating Policy

Size and Cost of Laminating Pouches:

Letter	9 x 11 ½”	\$1.00
Legal	9 x 14 1/2 “	\$1.50
Menu	11 ½ x 17 ½”	\$2.00

- Any item less than 2”x 2” must be attached to a larger sheet of paper.
- Payment must be made when materials are left for lamination.

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 effects 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.

Prices for this service may increase at the discretion of the Librarian.

Adopted: November 19, 2015

