



Laminating Policy

Size of Laminating Film: Laminating film is 25 inches wide and will seal materials up to 24 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.

Adopted	01/15/01
Amended	11/18/02, 03/15/04, 03/20/06, 3/19/12
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