



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 for items up to and including 8 ½ x 11 is \$1.00; items over 8 ½ x 11 is \$2.00. 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.

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
Reviewed	03/17/08, 03/15/10