

Waupun Public Library Laminating Policy

The Waupun Public Library offers laminating services to library patrons upon request. Patrons must fill out the attached application.

Cost for Laminating:

- ½ Page (4¼" x 5½", including business card size): **\$.50 per page**
- Full Page (8½" x 11"): **\$1.00 per page**

Laminating Schedule:

- Projects 10 full pages or less:
 - Projects will be completed immediately as long as there is adequate staffing and at least 30 minutes prior to closing.
- Projects larger than 10 full pages, or library is closing in less than 30 minutes or does not have adequate staff present:
 - Patron will be requested to leave materials at the library for processing. Library staff will complete the laminating as soon as time allows.
 - Patrons must prepay when leaving jobs for processing.
 - Patrons must pick up materials within 7 days after notification that the job is complete.

Laminating Disclaimers:

Due to the heat process involved in lamination and the possibility of special coatings on materials, the library assumes no liability as to its effect on the items being laminated.

The library will not laminate Social Security cards (it will obscure security features) and laminating should not be conducted with thermal paper (will turn original completely black). The library reserves the right to refuse any materials to be laminated if deemed inappropriate.

Waupun Public Library Laminating Application

I have read and understand the Waupun Public Library Laminating Policy. I understand and agree to the following:

- The Library is not responsible for damage or loss of materials of the final condition of processed materials. No refunds will be issued.
- The Library has the right to dispose of items not picked up 7 days after notification.
- The Library will not laminate Social Security cards, thermal paper, or anything the Library deems as inappropriate.

Description of items (if left at the library for processing):

Patron information:

Name: _____ Phone: _____

Signature: _____ Date: _____

Staff Use Only:

Amount Paid: \$ _____

Date Completed: _____

Date Patron Notified: _____