



Sandwich Public Library District

925 S. Main Street, Sandwich, Illinois 60548
815.786.8308 • www.sandwichpld.org

Laminating Policy

The Sandwich Public Library District offers laminating services to all library patrons upon request.

Cost for Laminating:

- ¼ Page = \$0.25
- ½ Page = \$0.50
- Full Page = \$1.00
- Projects larger than a full page (8½" x 11") will be measured for pricing. Laminate sizes are available up to 26" wide.

Laminating Schedule

Projects one full page or less

- Projects will be completed immediately on-site.

Projects larger than one full page

- Projects may take up to 7 business days to complete. Patrons will be requested to fill out a laminating application form prior to service and will need to leave materials at the library for processing.
- Patrons will be notified when lamination is completed. Materials must be picked up during regular business hours within 7 days after notification.

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 effects on 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.

Policy Created: September 2018

Revised: November 2021

Laminating Application Form follows.



Sandwich Public Library District

Laminating Application

I have read and understand the Sandwich Public Library District policy regarding lamination. I take special note of the following:

- The Library has the right to dispose of items not picked up 7 days after notification
- The Library is not responsible for damage or loss of materials or the final condition of processed materials. No refunds will be issued.
- The information that is to be processed does not represent treason or libel (as proven in court) or pornography (as established by ordinance).
- The Library endorses the copyright laws of the United States (Title 7 US Code) governing the making of copies of copyrighted materials.

Items Left for Processing

Description of Materials:

Sizing: _____ #of Pages: _____ Cost: \$ _____

Patron Information

Name: _____ Phone: _____

Signature: _____ Date: _____

Staff Use Only

Date Left for Processing: _____ Staff Initial / Date: _____

Amount Paid: \$ _____ Staff Initial / Date: _____

Processing Completed: _____ Staff Initial / Date: _____

Date Customer Notified: _____ Staff Initial / Date: _____

Date of Pickup: _____ Staff Initial / Date: _____