



# Kuna Library District Laminating Policy

## **Size of Laminating Film**

Laminating film is 25 inches wide and will seal materials up to 24 inches wide and not more than 1/32 inches thick.

## **Cost for Laminating**

Laminating service is available at a charge of one dollar (\$1.00) per linear foot, (measured from start to end of laminated materials) with a minimum charge of \$1.00.

Items left for laminating at a later date, must be pre-paid.

## **Laminating Schedule**

Lamination is done on an as needed basis and must be scheduled in advance. Patrons may leave materials to be laminated for the next scheduled lamination day. All materials must be picked up during regular business hours within 7 days after patron notification.

## **Disclaimers**

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. Patrons are advised that discoloration, bubbling, and such are a probability when laminating.

The information that is to be processed may not represent treason or libel (as proven in court) or pornography. The Kuna Library reserves the right to refuse any materials to be laminated if deemed inappropriate.

*We cannot laminate social security cards.*



# Kuna Library District Laminating Consent Form

I have read and understand the Kuna Library District's policy regarding lamination.

I am leaving the following item(s) for laminating (include description, size, and number of pages):

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).

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PHONE

**STAFF USE ONLY**

		STAFF INITIALS
Date left for lamination		
Date Laminated		
Feet laminated		
Amount charged		
Date patron notified		
Date of pickup		