

## **The Dr. Grace O. Doane Alden Public Library Laminator Policy**

The Dr. Grace O. Doane Alden Public Library offers laminating service to the public for a small fee. Patrons must fill out this "Agreement for Service" form and sign "Waiver of Responsibility" portion of this form. The laminator will be operated by the staff for this task. There is a minimum of a one day turn around for lamination. We reserve the right to deny lamination privileges to patrons for any reason. We reserve the right to dispose of your lamination if it is not picked up within 30 days of completion, without refund.

### **Laminating**

The Dr. Grace O. Doane Alden Public Library offers laminating service to the public for items up to 26 inches wide and not more than 1/32 inch thick. A minimum fee of \$1.00 will be charged for the first 12 inches of laminating film used. Cost for laminating items longer than 12 inches will be figured at \$.10 for each additional inch. You will be charged for the extra film at the beginning and ending of your lamination.

Patrons using this service must read and sign the form below.

### **Waiver of Responsibility**

I understand that laminated items will be exposed to temperatures up to 325 degrees, and that, while not commonplace, items may wrinkle, crease, tear or otherwise become damaged during lamination. I will not hold the Dr. Grace O. Doane Alden Public Library or its employees responsible for any damage that may occur to laminated items.

Signature: \_\_\_\_\_

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### **Agreement for Service**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date Needed: \_\_\_\_\_

### **To be filled out by Library employee:**

Length of item after lamination: \_\_\_\_\_ Charge: \_\_\_\_\_

Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:  
2008  
2011  
March 2014  
April 2019