



## Laminating Policy

The library will not laminate items larger than 24". The library will not trim items once they are laminated.

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.

The cost to laminate items is \$1.00 per item for items up to 8-1/2" x 11" and \$2.00 per item for items larger than 8-1/2" x 11". Payment must be made when materials are left for lamination.

Lamination may be completed immediately, staff time permitting. Large laminating items will be done once a week at the Channahon location. 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	09/09/09
Amended	01/11/17
Reviewed	04/10/19