

Adopted May 10, 2019
Revised: January 12, 2024.

Western Plains Library System Lamination Policy

Size Restrictions

WPLS equipment is capable of laminating materials up to 27" wide.

Service Cost

Lamination service is available at a charge of \$1 per linear foot (measured from start to end of laminated materials and rounded up to the nearest six inches) with a minimum charge of \$1.

Payment for lamination must be made when materials are dropped off.

Lamination Schedule

Regular lamination is done weekly. Customers may leave materials to be laminated and their materials will be included in the next lamination. All materials must be picked up during regular business hours within 7 days after customer has been notified.

All material left for lamination must be accompanied by a completed *Lamination Service Form*.

Restrictions

Due to the heat processes involved in lamination and the possibility of specialty coatings on many materials, WPLS assumes no liability as to the effect on the items being laminated. Customers are advised that discoloration and bubbling are possible when laminating.

WPLS adheres to the copyright laws of the United States and will not laminate copyrighted materials.

Per current Social Security Regulations, WPLS cannot laminate social security cards. WPLS reserves the right to refuse lamination services at its discretion.