

GLADL Laminating Service

Grand Ledge Area District Library offers laminating services to the public for a small fee. The library staff will laminate items up to 11 inches wide and not more than 3.5mm thick. Patrons must fill out an agreement for service form and sign a waiver of responsibility.

The laminator will be operated by staff only. The laminator will generally be available 10am – 4pm Monday – Friday, and on select evenings. Lamination will take approximately 20 minutes to complete..

LAMINATOR FORM - Patrons using this service must read and sign the content below.

Print Name: _____ Phone Number: _____

Number of Items to be Laminated: _____

Description of Items: _____

Price Guide

\$1.00 – 2.5” x 3.75” (Business Card) to 4” x 6” (Photo)

\$2.00 – 5” x 7” (Photo) to 8.5” x 11” (Letter)

DISCLAIMER

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 item damage are possible when laminating.

I will not hold the Grand Ledge Area District Library or its employees responsible for any damage to laminated items.

Signature _____ Date _____

List of items that CANNOT be laminated:

- Social security cards, State IDs, or Drivers Licenses.
- Medicare Card.
- Anything issued by the Government.
- Anything with a security feature.
- Diplomas or Degrees.
- Medical documents like EKG/x-ray/ultrasounds/etc.
- Currency.
- Any Certificates (e.g. Birth, Death, or Divorce)
- Property or Business Ownership
- Vaccination cards.
- Anything printed on thermal paper.
- Pornographic or adult-natured items.

TO BE COMPLETED BY STAFF ONLY

Payment: Cash _____ Check _____ Other _____

Total Amount: _____

Staff Initials _____ Date _____ Lamination Completed? Y/N _____ Any issues? Y/N _____

Any comments? _____

This form has been adapted from Harris-Elmore & Genoa Branch Libraries.