

Laminating Policy and Form

The Chambers County Library System has a laminating machine. Library staff will accept patron posters to laminate, with the following restrictions:

- The patron understands that, in handing the item to the library, that the library system is performing a service, and will do its best to return the item in better condition. The library system will not accept any responsibility for damage, nor can any improvement be guaranteed.
- A pre-paid charge of \$1.00 per linear foot for each item is required before the library system will accept any items from a patron. This is non-refundable. The cost is for the materials used, the staff time involved, and lamination process. Items smaller than 8.5 x 11 inches cannot be accepted.
- This form, with all information filled out, must accompany the pre-paid fee and the item(s) to be laminated. Checks or cash may be used: make the checks payable to "Friends of CCLS." Staff members will route the items to the Technical Services Department on the regular schedule.
- Laminating will be done on a regular staff schedule. Bear in mind that once delivered to the library staff, the item may not be available for a full month, and staff will not be able to provide any updates on the status of the process.
- The library system will accept for laminating only items that are personally owned by the patron, and retains the right to refuse service for any reason.

Date: _____ Library Branch: CCL JHML WCB

Name, Library Card Number, Phone Number, and E-mail Address (print):

Item	Item Title/Description & Size	Price
1.		\$.00
2.		\$.00
3.		\$.00
4.		\$.00
5.		\$.00

Check # _____ Cash _____ Staff Initials _____ Total paid: _____