

Alexandria-Monroe Public Library Laminating Policy

The Alexandria-Monroe Public Library provides a laminating service to the general public in accordance with the follow policy:

The cost for lamination is established at \$.10 per inch and is based on the longest edge of the item to be laminated; a minimum of \$.25 will be charged for any item laminated.

Patrons must pay in advance for laminating.

Patrons must leave contact information for drop-off service.

Library staff may refuse lamination if they determine the lamination process may damage, degrade or destroy an item.

Items to be laminated cannot exceed 24 inches in width.

Only library staff may operate the laminating machine.

The Library does not guarantee the quality of the lamination nor does it assume any responsibility for damage to materials.

Patrons with multiple items to laminate are responsible for trimming and cutting these items to desired size.

Materials unclaimed after thirty (30) days may be discarded; refunds cannot be issued for discarded items.