

Laminator Policy and Expectations

Lamination services are available using an 11" Laminator in the Stephens Central Library's STEAM Central Makerspace. The laminator can handle documents that are no greater than 11" in one dimension, such as letter-, legal-, and ledger-sized documents. It can also laminate documents that are smaller than 11", though a minimum charge will still be applied.

Fee Structure

The cost of the lamination job will be determined by amount of laminate used, at \$0.25 per every 9 inches of laminate applied. The minimum charge for any lamination job is \$0.25, and every additional section of laminate between 0-9 inches will add another \$0.25 to the charge.

The cost for standard document sizes will be as follows:

- \$0.25/page for letter-sized documents and smaller (e.g. 8.5"x11")
- \$0.50/page for legal-sized document (e.g. 11"x14")
- \$0.75/page for ledger-sized documents.

Users will not be charged in cases of mechanical failure of the laminator. However, refunds will not be given due to dissatisfaction with quality, seal strength, wrinkles, or other design issues.

Patron Expectations

During a reservation for the Laminator, the following expectations are in place for all patrons:

- Read the instructions for laminator use, and ask for assistance if uncertain.
- Bring documents that are the correct dimensions to fit into the laminator.
- Feed the document(s) through the laminator.
- Pay the given price for completed jobs at the Circulation Desk

Library Staff

A STEAM Central staff member who is available to assist may help the patron in the following ways:

- Set up the laminator for your operation.
- Change out the laminate roll, when necessary.
- Calculate the cost of a laminating job based on the amount of laminate used.
- Determine whether or not an error in the laminating job is due to staff or machine error, and waive the fee where applicable.

Questions

Please ask a STEAM Central staff member if you have any questions about equipment use, safety guidelines, or other questions appropriate to your reservation. A staff member will always answer questions to the best of their knowledge and within reason. When a staff member does not have the expertise to answer a question in a satisfactory fashion, they may provide resources for further information where possible.

A staff member is not responsible for helping edit documents, offering opinions or critique, nor operating equipment on behalf of the patron. The role of a STEAM Central staff member is to provide information and instructions in the care and use of the equipment.