

# Laminator Checklist

- ✓ Patrons must go through the approval process to use the laminator. This includes watching the tutorial video & watching a demo from a staff member.
- ✓ Patrons must make a reservation to use the laminator.
- ✓ Patrons will have a limit of 2 hours per day to use the laminator.
- ✓ Patrons will be charged a fee of 50 cents per linear foot of lamination. We offer 1.5 mil. thickness of plastic sheeting.
- ✓ Patrons should measure their own piece of lamination, fill out the form, and take it to the circulation desk to pay.
- ✓ Do not change the settings.
- ✓ Do not change the film. Ask staff.
- ✓ Please report any problems or issues with the laminator to staff immediately. Do not try to fix it yourself.
- ✓ Patrons should clean up when they are finished working for the day and checkout/signout.