

Appendix H6:

Laminator Policy

Purpose

The Laminating service provides the community with the tools to preserve, protect, and professionally present documents. This service supports educators, small business owners, and families by extending the life of instructional materials, professional credentials, and historical records through durable thermal bonding.

Eligibility & Access

- Account Status: Patrons must have an active LJCLS account in good standing.
- Orientation: While simpler than other equipment, users must receive a brief orientation from staff on proper loading and temperature settings before first use.
- Waiver: A signed Makerspace Release Waiver must be on file for all users. Minors (under 18) must have a parent or legal guardian's signature. See *Appendix H1 – Makerspace Policy*.
- Age Requirements:
 - 18+: Independent use upon certification.
 - 12–17: Direct adult supervision (18+) required at all times.
 - 8–11: Observation only with staff approval; no equipment operation.
 - Under 8: Not permitted in the Makerspace.
- Liability: The Library is not responsible for any damage to patron-provided materials (e.g., documents, signage, etc.) during the heat laminating process. Users "laminates at their own risk."

Liability & Safety Compliance

- Heat Hazard: The laminator reaches high temperatures. Users must avoid touching the exit rollers and the heating plate.
- Jam Prevention: To prevent "wrap-arounds" and jams, all documents must be placed in a protective carrier (if required by the specific model) and fed straight into the machine.
- Responsibility: Users assume full responsibility for their projects and agree to hold the Library harmless for all matters related to equipment use, including intellectual property violations.
- Equipment Damage: Users are financially responsible for any damage to the Laminating Machine and its accessories caused by improper operation, negligence, or failure to follow instructions during their session.
- Policy Adherence: Users must comply with all LJCLS policies and safety warnings.

- Prohibited Items:
 - Items intended for resale that infringe intellectual property, copyright, or trademark rights.
 - Materials prohibited by law or containing obscene or inappropriate content.
 - Irreplaceable Documents: The Library strongly advises against laminating one-of-a-kind items (e.g., social security cards, original birth certificates, or thermal-printed receipts) as the heat can damage or destroy them.
 - Thick Items: Only paper-thin materials may be laminated. Do not attempt to laminate cardstock with layered 3D elements or metal.
- Maintenance: Users should not attempt to force the machine or "pull" the laminate through, as this can damage the rollers or timing.

Operational Procedures

- Material Compatibility: Users are responsible for ensuring their material is compatible with the laminator method being used. Staff can provide guidance on heat settings, but final settings are the user's responsibility.
- Patron-Provided Items: Staff are not responsible for any damage to patron materials.
- Design Preparation: Users are responsible for placing their materials before laminating or cutting. Staff are not responsible for design or placement services.
- Ownership: Users are responsible for the costs of all design-related or Laminator user failures.
- Privacy Disclaimer: The Library will review all material before laminating. There is no expectation of privacy for designs and activities within the Makerspace.
- Preparation: Trim items to be laminated *before* placing them on the plate to ensure a clean seal.
- Cooling: Allow laminated items to rest on a flat surface for at least 60 seconds after exiting the machine to prevent warping.
- Staff Assistance: For large-format or roll laminators, staff may be required to perform the actual feed to ensure the machine is not damaged.

Scheduling & Costs

- Appointments: Generally available on a walk-in basis, though large batches should be scheduled in advance.
- Costs:
 - Machine Use: \$1.50 per foot
 - Payment: Due upon completion of the laminating job.
- Data Collection: All users must sign in for administrative and grant reporting.