

FARMVILLE PUBLIC LIBRARY

LAMINATION POLICY

Adopted by the Library Board of Trustees on October 4, 2010



Purpose:

To establish a policy to ensure proper use by patrons and employees of the Town of Farmville of the library's lamination service. Lamination is provided as a community service by the Farmville Public Library. Failure to comply with the following policy may result in forfeiture of lamination service privileges.

Policy:

The Farmville Public Library will purchase laminate and provide lamination service to patrons and employees of the Town of Farmville according to the following rules:

1. There will be a charge of \$1.00 per running foot of laminate for all lamination projects not connected with the business of the Town of Farmville (measured to the closest foot, with a minimum of \$1.00).
2. Town of Farmville employees will receive lamination service free of charge for projects which are directly related to the business of the Town (signs, certification cards, etc.).
3. Items will be laminated by library staff only and as staff time allows; the library cannot guarantee timely completion of lamination projects, although every reasonable effort will be made to complete jobs as they are needed.
4. This policy may be amended as necessary, especially as pertains to cost of the laminate, which may be expected to increase over time.