Lamination Guidelines

The Mater Library provides lamination services as a courtesy for all teachers at no cost. The purpose of the laminating program is to preserve materials that are subject to "heavy-wear" situations (i.e. items handled frequently by many people) or that will be used for several years. More lamination request forms can be found at matermiddlehigh.org under links. Attach the completed request form to the job. Lamination is done by library staff on a first-come, first-serve basis. Once the job is completed, your materials will be delivered to your room. If you would prefer to pick up your request, please check the appropriate box on the lamination request form. The front desk at the library is available for lamination drop-off and pick-up.

If you have questions about specific items, please contact smacho@materacademy.com

Please note:

• We can laminate jobs up to 24” wide.

• Allow 1 to 2 business days for jobs to be completed.

• Materials will be laminated in the condition they are received. We do not print, copy, or cut out items before they are laminated.

• Materials will be returned to you untrimmed.

• Please remove all tape, staples, paper clips, envelope clasps or any other sharp item protruding from the materials to be laminated as they will damage the rollers.

• Items that are too thick or have a gloss finish may not seal.

• On rare occasions items get damaged during lamination; therefore keep a copy for your records. If the item is a legal original or of high importance, we advise not to laminate it since we will not be responsible if it damages.

• Contact the library at smacho@materacademy.com if you have questions.
Lamination Request Form

PLEASE PRINT OR TYPE

Teacher Name_____________________________________

Date__________________

Room Number________________________

Allow 1 to 2 business days for jobs to be completed

Quantity_____________

Special Instructions/Brief Description of items:

**Note that all items need to be lamination ready. Large quantity jobs may take longer.

Delivery Method:
Office Aid Delivery ☐ Pick-up ☐

FOR LIBRARY USE ONLY

Laminated by:__________________________________________

Date:_____________________________                                        Notes:_______________________

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