

1

GROUND RULES

- ✓ You may not use the laminator by yourself, unless you have been trained. Misuse can damage the equipment.
- ✓ The machine is 24" wide and the cost is \$1 per foot. The amount you laminate will be charged to a student or departmental account. Contact us to make other arrangements.
- ✓ The laminator takes 20 minutes to heat up and you need to make an appointment in advance.
- ✓ Laminating something non-rectangular? We have tips! To learn more, please get in touch prior to your laminating appointment.

2

PROCEDURE



The laminator machine is located in the library staff room and there is a table available to arrange and measure your materials. The library staff will guide you in using the machine properly.

Send an email to request to libraryHelp@erikson.edu a minimum of 3 hours in advance. Be sure to let us know your:



- name, and if you are delegating, the name of the person coming to laminate.
- Your desired date & time. (**Please allow minimum 20 minutes for the machine to heat up.**)
- Department name and account code for laminating charges, if applicable.
- Approximate feet you plan to laminate, so we can make sure we have enough laminating film on hand.



Library Staff will confirm the date of your appointment via email. At the agreed-upon time, come to the library. A staff member will do the laminating and measure the result. please make sure not to leave the library without measuring your laminated material.

We may be able to accommodate Laminating Emergencies, but make no guarantees. If that is your situation, please call the library: 312-893-7210