**EHS Laminating Procedures**

1. Requests for laminating should be submitted to the library’s back workroom (Please use the main library entrance to get to the back office; the hallway entrance now belongs to IT/student computer repair). All of our aides will be doing lamination in rotation; there is no one “point person” to name when submitting your job.
2. Be sure to label items with the following information: name of teacher, date, any special instructions, date needed. **Please be aware that sticky notes can easily fall off,** so consider using tape or a clip.
3. You will be contacted via email by one of the library aides when your items are ready for pick-up in the library’s back office. This will occur as soon as possible.
4. **NO ITEMS SMALLER THAN 3”X5” (INDEX CARD SIZE) WILL BE ACCEPTED. NO ITEMS LARGER THAN 23” CAN BE SENT THROUGH THE LAMINATOR.** Such items will be returned unlaminated.
5. Please limit the number of items to no more than 50 at a time.
6. Please remove all staples and tape from items. Hard objects cannot be sent through the laminator.
7. Only send items that need to be laminated – not entire booklets or pamphlets where only certain pages are needed.
8. Laminated items will not be trimmed or cut apart.
9. We will do our best to laminate your items but will pause if there is a concern. Rather than running the risk of damaging any materials, or if there are any other questions regarding your request, someone from the library staff will contact you before proceeding with lamination.