

LAMINATOR CHECKLIST

Patrons must be certified to make a reservation at [Laminator Reservation](#) to use the machine.

Sign in at the circulation desk upon arrival and sign out when finished

Follow the posted quick guides that hang next to the machine.

Measure how many linear feet you used for laminating. This includes the amount you trimmed off. Fill out the material request form with the correct amount of lamination used.

Users must clean up materials and scraps, etc. after using the Laminator.

Make sure the machine is turned off.

Stop at the circulation desk to pay for your supplies on your way out.