

## TRC Drop Off Lamination Form

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Description and order of the materials to be laminated:

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Laminated materials will be available tomorrow by noon.

**Exception:** Materials received Friday – Sunday will be available by noon on Monday.

***I understand the TRC is not responsible for any lost or damaged materials.***

\_\_\_\_\_  
(Patron's Signature)

**\* \* \* \* \***

### Staff Use Only

Beginning Balance: \_\_\_\_\_

Ending Balance: \_\_\_\_\_

Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

#### Procedure:

1. When a patron drops off items to be laminated, s/he will complete the form above.
2. The employee receiving the form will check the patron's lamination allowance and record it above (Beginning Balance).
3. The form and items to be laminated will be placed in a designated bag (i.e. blue "big book" bag).
4. The bag will be placed in a designated area at the TRC Desk (i.e. on top of the student cabinet).
5. Once materials are laminated, they will be rolled up and secured with a rubber band.
6. The employee who laminated the materials will record the remaining balance above (Ending Balance).
7. The form will be attached to the rolled materials.
8. Completed materials will be placed on the designated shelf at the TRC Desk.