

Laminating Services

The District Resource Centre provides laminating services to all employees a cost of \$1.00 per running meter (100 cm).

Laminating is done on Wednesdays. Items for laminating must be received by Tuesday. They will be ready for pickup Wednesday afternoon.

You must complete a request form (available from your school secretary) – include your name, school and an account code.

Please take note of the following:

***Items laminate best when they are flat and free of wrinkles, folds and creases.**

Items for laminating need to be:

- Sorted by size
 - No staples, masking tape, or sticky tac attached,
 - Dropped off in a plastic garbage bag or other suitable container,
 - Be clearly labeled with the request form attached
-
- Do not roll items tightly as they do not feed through the laminator properly and may wrinkle or wave.
 - MAXIMUM WIDTH - 24 INCHES (60 cm) and MINIMUM WIDTH - 3 INCHES (7.5 cm).
 - Materials exceeding 24 inches (60 cm) in width (large maps, posters, etc) can be laminated if they are either cut or folded (depending on paper thickness).
 - We cannot laminate stapled items as they damage rollers.
 - Very thick paper will not seal (eg. bristol board, cardboard) and causes the rollers to become unbalanced; thus will not be laminated.
 - Very thin paper wrinkles (eg. tissue paper, newspaper, flip chart paper).
 - Heavily crayoned materials and thick pastels melt under heat of laminator.
 - When mounting materials, glue in top two corners only. This lessens the chance of air bubbles being formed during lamination.
 - Black/dark colour glossy paper does not laminate well as it usually shows streaks or patches of opaqueness and/or 'blisters' (air pockets).

The minimum charge is \$1.00 per laminating order.

For more information contact E.J. Bare Education Centre 250.398.7054 or email ejbare.centre@sd27.bc.ca