

Poster Printing & Lamination

Blessing Health Professions Library provides poster printing and lamination services for the departments of Blessing Health System. Posters can be printed for conferences, hospital promotional and informational materials, and student projects. Poster printing services will be charged to the department requested. Charges range from \$3.00-\$10.00/per poster and/or lamination request. Contact the library for specific costs. We have 2 sizes of poster paper, 24" and 42" (Examples: 18 x 24, 24 x 36, 24 x 48). The 24" can be laminated if needed. The 42" is a heavyweight photo gloss paper and cannot be laminated. Poster printing request forms can be found below or on the BH BRAIN. Send the completed request form with the file to be printed. Request forms and poster files can be emailed to posters@brcn.edu with the printed request form. The college is available for poster drop-off and pick-up. Printing is done by the library staff on a first-come, first-serve basis. If we have questions about the file, we will contact the responsible party by phone or email before the item is printed. You will be notified once the job is completed.

The purpose of the laminating program is to preserve materials that are subject to "heavy-wear" situations (i.e. items handled frequently by many people) or that will be used for several years. Blessing Health Professions Library provides lamination services for the departments of Blessing Health System. Lamination request forms can be found below or on the BH BRAIN. Attach the completed request form to the job. Lamination is done by student assistants on a first-come, first-serve basis. Once the job is completed, your materials will be sent through interdepartmental delivery. If you would prefer to pick up your request, please check the appropriate box on the lamination request form. The college is available for lamination drop-off and pick-up. If we have questions about specific items, we will contact the responsible party by phone or email before the item is laminated.

Please note:

- The library will not edit your poster. The file that is submitted is the file that is printed.
- Only Power Point and PDF files will be accepted for printing posters.
- Library staff will put the poster in the queue to be printed. Posters are printed 8:00 am – 4:30 pm, Monday-Friday.
- Allow 2 business days for the posters to be printed and/or items to be laminated.
- We recommend you bring a cardboard or plastic storage/ mailing tube or plastic trash bag to protect your finished poster when you take it from the building.
- We can laminate jobs up to 24” wide.
- Materials will be laminated in the condition they are received. We do not print, copy, or cut out items before they are laminated.
- Materials will be returned to you untrimmed.
- Please remove all tape, staples, paper clips, envelope clasps or any other sharp item protruding from the materials to be laminated as they will damage the rollers.
- Items that are too thick or have a gloss finish may not seal.
- On rare occasions items get damaged during lamination; therefore keep a copy for your records.
- Contact the library at x6970 if you have questions.

Poster Printing/Lamination Request Form

PLEASE PRINT OR TYPE

Email the file and form to posters@brcn.edu or submit the file on the BH BRAIN.
Invoices will be sent at the end of the fiscal year.

Name _____ Date _____

Department _____ Fiscal # _____

Phone _____ Email _____

Date needed by _____ *Allow 2 business days for the poster to be printed*

Poster Filename _____ File Type: PDF PP

Poster Dimensions _____ Quantity _____ Needs Laminated?

Special Instructions/Brief Description of items:

****Note that all items need to be lamination ready. Large quantity jobs may take longer.**

Delivery Method:

Interdepartmental Mail Pick-up

FOR LIBRARY USE ONLY

Poster has been printed Date: _____ Initials: _____

Poster/project has been laminated Date: _____ Initials: _____

Notes: _____