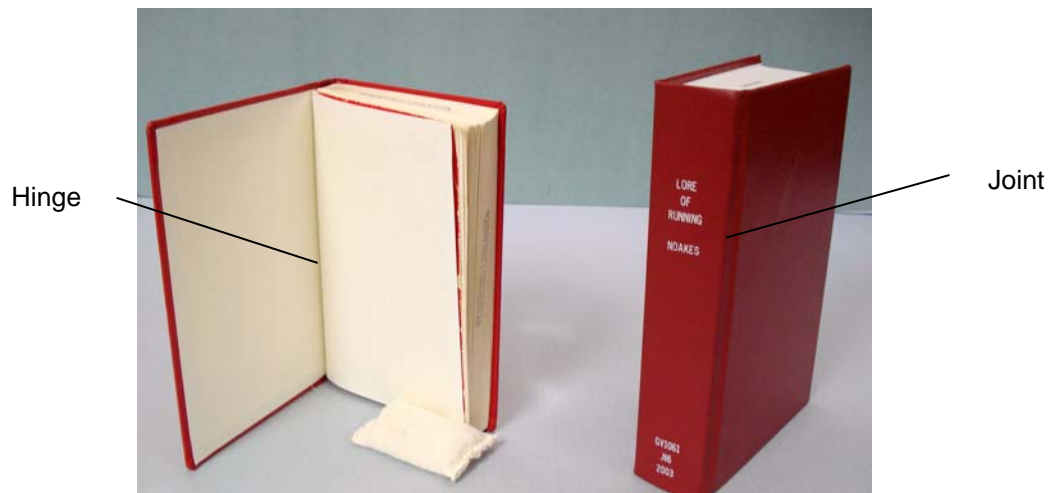


## Guidelines for Shelving Bound Materials

### Use of Bookends

Most book bindings are particularly vulnerable in two areas; at the joint, or the grooved area where the cover boards are attached to the text block; and at the hinge, or the point inside the book where the spine, cover, and text block meet.



When a book leans to one side, the weight of the text block exerts pressure on the joints and hinges.



As this photograph illustrates, leaning may cause the text block to separate from the book cover. The joint may also break, causing the cover board to detach.



When used properly, bookends prevent damage by supporting the text block and relieving pressure on the hinges and joints of a book.



While books should fit securely on the shelf, it is also important not to shelve books so tightly that force is required to remove them, as this can also cause damage. Allow for a few inches of free space on each shelf. In general, a good rule of thumb is to shelve books in a way that makes them easy to remove.



## SULAIR Preservation

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If books are too tall to be shelved upright but cannot be stored flat, shelve them with the spine facing down. This prevents damage to the joints and hinges of a book.

