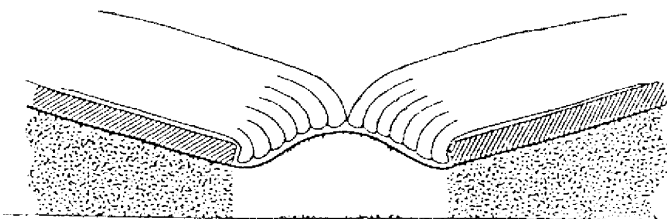


# Book Support Guidelines

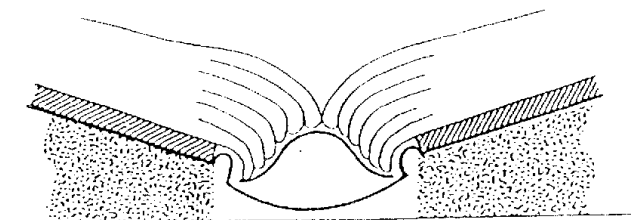


There are two different types of book spine:

In **hollow-backs** the cover is not attached to the spine. **Never flatten a hollow-back on a desk surface.**



In **tight-backs** the cover adheres firmly to the spine.

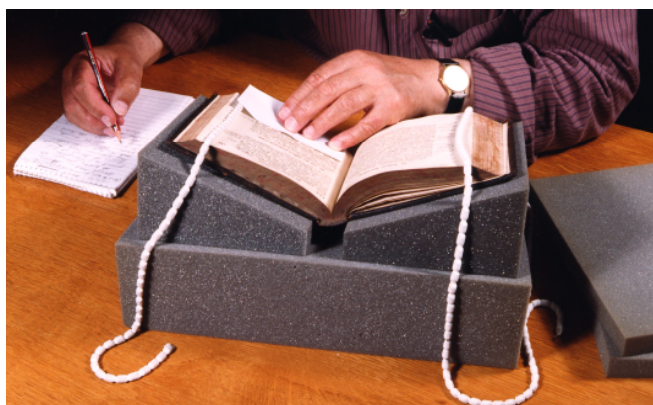


Both types require space between the foam wedges to allow for spine movement.

Some books with **tight-backs** may require a spine support-strip between the two foam wedges.



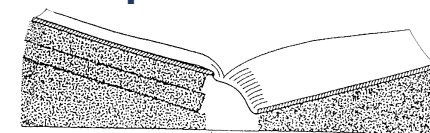
Two wedge-shaped supports (the same size or slightly larger than the book to be read) should always be used, and set apart to the width of the book's spine.



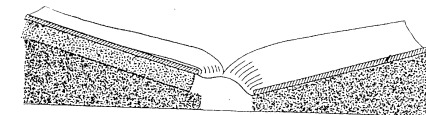
Depending on the size of the book, it may be necessary to add or remove pads to fit the volume's changing profile as it is opened in different places.

Carefully add a pad to the wedges on either the left or the right side to ensure the spine is supported:

**Book opened at the front**



**Book opened near the middle**



**Book opened at the back**



*If in doubt, please ask Library staff.*