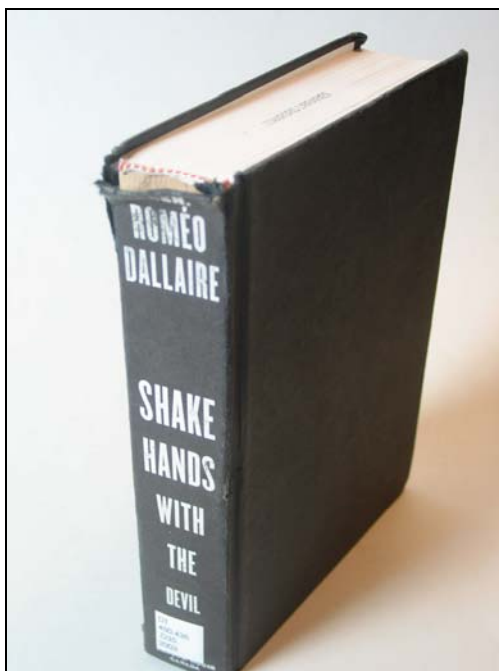


Guidelines for Removing Books from the Shelves

It's tempting to remove a book from the shelf by pulling on the head cap. However, the head cap, or the top part of the spine, is a weak part of the book, and is easily damaged if pulled.



This photograph illustrates the damage that can occur when a book is repeatedly removed from the shelf by pulling on the head cap. Note the torn book cloth near the top of the spine.



A safe way to remove a book is to push the books on either side further into the shelf, then grasp the book firmly with your hand around the center of the cover.



On lower shelves, you can place your finger an inch or two behind the end cap, then tip the book out by the text block.



One the book has been removed, adjust the remaining books on the shelf so that all items stand perfectly upright.

