

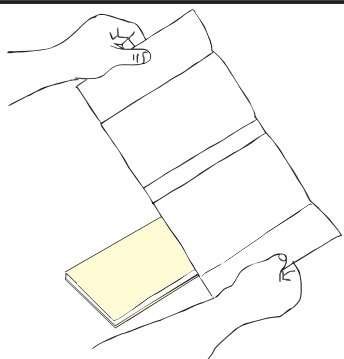
Covering books with non adhesive film

This method will cover books with dust jackets. It is very quick and offers good protection to the dust jacket. The covering can be removed, and will not damage the book.

You will need: a pair of scissors or a hobby knife to cut the film.

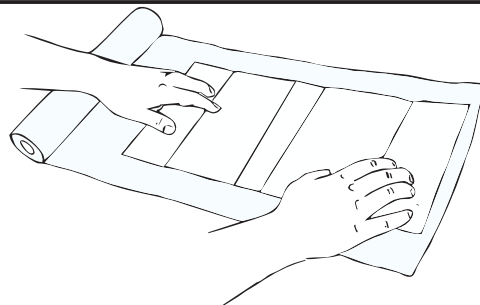
How to cover books with dust jackets (Quick method)

1



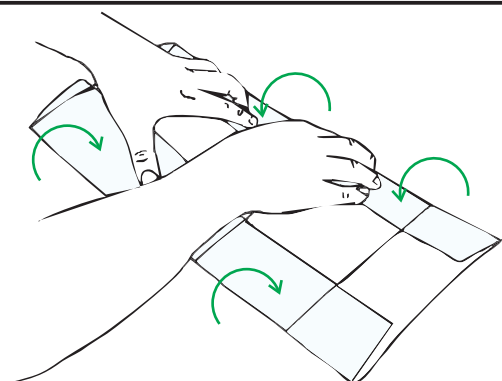
Remove the dust jacket from the book. If it is an old book, this might be a good time to check it for tears that need repairing.

2



Lay the dust jacket face down on the covering. Leave at least 4cm overhang on the top and bottom of the cover to allow for the fold over. Cut the film to length. You don't need to have overhang on the sides.

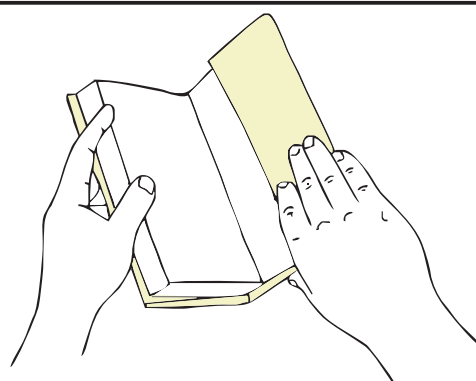
3



Fold the top and bottom overhang. Crease the plastic firmly so that it remains folded.

You can fold the dust jacket along the fold lines again, which creases the film and helps the covered dust jacket sit properly on the book.

4



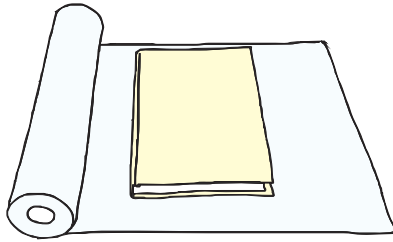
Replace the cover on the book. You are now done!

For a more comprehensive covering method, please see the instructions for the 'Universal method' of covering.

This method will cover any kind of book, and although it is more complex than the basic method, we recommend it as being the most secure and long lasting method. It will even hold the dust jacket securely onto a hardcover book, preventing damage or loss. The covering can be removed, without damage as no adhesive touches the book.

You will need : Scissors or a hobby knife, adhesive tape.

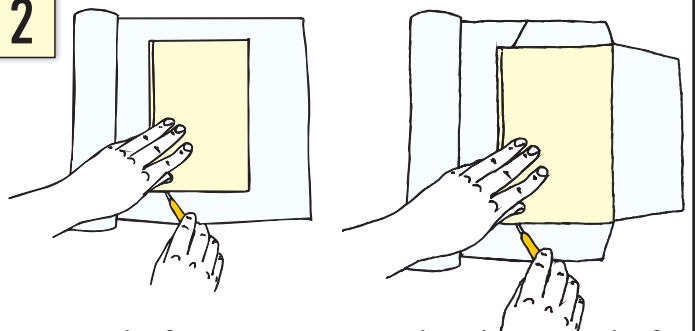
1



Roll out some plastic and lay the book on it, spine facing towards the roll.

You should have around 5cm extra on the top and bottom, and a length of around 2/3 the books width at the side.

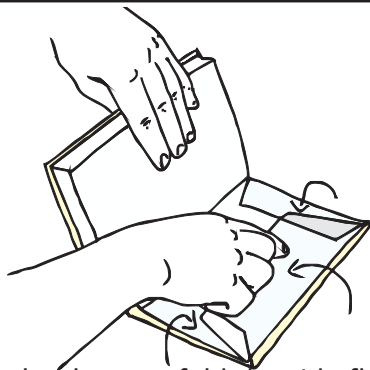
2



Using a knife or scissors, cut the plastic. A knife works best, as you don't cut towards the book and risk damaging it.

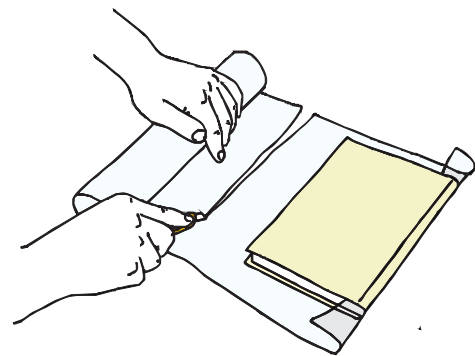
Start about 1cm in from the spine of the book. Cut flaps for the top, bottom and sides as shown. Angle slightly in towards the center.

3



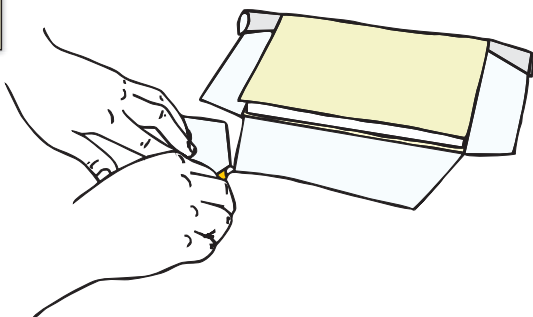
Holding the book open, fold the side flap first, then the top and bottom flaps. Use clear tape to stick the plastic flaps to one another. It's recommended not to stick the plastic to the book. Check for a snug fit.

4



Flip the book over, then cut the remaining side's plastic. As before, the side flap should be around 2/3 the width of the book.

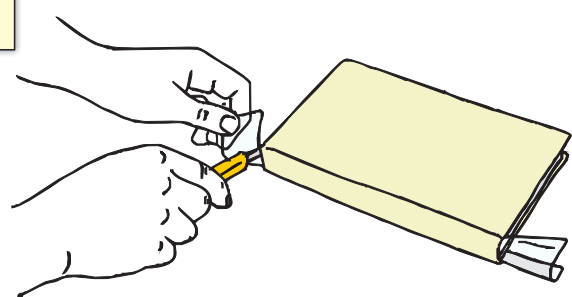
5



Cut the flaps as in step 2.

Repeat step 3 to cover the book. Take care not to pull the cover too tight as you open the book. Too much tension can cause wrinkling of the plastic and possible bending of the cover.

5



The final step. Either trim the remaining flaps off, or cut them down and fold them into the spine of the book. Your book is now protected!

Remember, practice makes perfect. As you cover more books your technique will improve, and you will find your own technique to get a great result!