

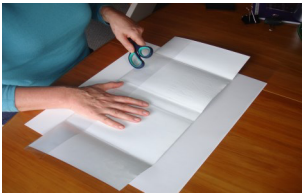


Covering guide for

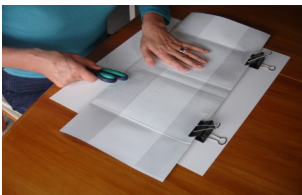
## Dust Jacket Covering using Non-Adhesive Film



**STEP 1.** Take the dust jacket off the book and flatten the creases. Reinforce the inside top and bottom spine with tape. Cut the film the same length as the dust jacket.



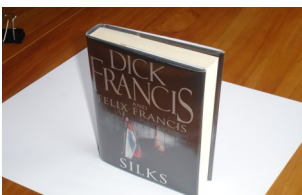
**STEP 2.** Centre the dust jacket on the film. Fold the at the bottom over whilst holding the cover firmly. Crease the fold firmly with squeegee. When creased, apply clips to hold the folded film firmly to the dust jacket.



**STEP 3.** Turn the dust jacket around and repeat step 2.



**STEP 4.** Place the book onto the covered dust jacket and fold in the front and back flaps.



**STEP 5.** If you are a bookshop, collector, or individual, then no further action is required as the firmness of the folds are more than sufficient to hold the film to the dust jacket.

Libraries need to apply step 6.



**STEP 6.** Stand the book upright and open the back cover. Tape the top back flap to the outside of the book cover. Turn the book upside down and repeat for the bottom back flap. Repeat for both top and bottom front flaps.