Guide to Handling: Using Book Supports (Foam Wedges)

Always use book supports when consulting bound material

Always use a support which is larger than the book.

If necessary use extra pieces of foam to support the book in the position you require.

Make sure the joints (the area either side of the spine) are supported.

If the book has a hollow, leave space between the wedges so as not to crush the hollow.

If the book has a tight back, make sure the spine is well supported.

If you need to hold the pages open place a snake weight on the edge or at the corner.

If you are unsure please ask a member of staff for help.