

BOOK MARK

HOW TO OPEN A BOOK

LAY the book, back downward, on a table or smooth surface. Press the front cover down until it touches the table, then the back cover, holding the leaves in one hand while you open a few of the leaves at the back, then at the front, alternately pressing them down gently until you reach the center of the volume. This should be done two or three times. Never open a book violently nor bend back the covers. It is liable not only to break the back but to loosen the leaves.

**WILLIAMS
& WILKINS
COMPANY**

Printers Bookbinders
2419 York Road
Baltimore, Md.

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HOW TO CARE FOR A NEW BOOK

The covers of a new binding are liable to warp while seasoning. ❖ ❖ ❖

This warping may be prevented by placing the book under weight while it is not in use, or wedging tightly between other books on the shelf. ❖ ❖

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