



Eagle Shelf bookmarks

Print	At actual size (100%), on acid-free paper. Plain copy paper works, since the fold puts two layers between the eagles. Many copy papers are acid-free; check the ream, and skip newsprint, which can tan pages over the years.
Cut and fold	Cut on the dashed lines. Fold each top flap back on the dotted line, so an eagle faces out on both sides.
Place	Once a book is in Eagle Shelf, slip a bookmark in with the eagle above the top edge and the end of the flap inside the book. A glance along the shelf, from either side, shows what is cataloged.
Date	Pencil the date on the bookmark, not in the book.
No bookmark?	A light pencil note on the first blank page inside the front cover works too. Never use pen or mark the dust jacket, and for a valuable book, skip the pencil and use a bookmark.
Not sure?	Scan it. Eagle Shelf tells you right away when a book is already in your library.