



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.