

Care Guide

FOR LITURGICAL & PRAYER BOOKS



MIDWEST THEOLOGICAL FORUM

A NOTE ABOUT CARING FOR YOUR BOOK

Thank you for your order and support of Midwest Theological Forum.

Our mission is to help all Christians know, love, and serve God with all their hearts and all their minds to fully engage in the great work of evangelization.

We accomplish this goal by publishing books that are worthy of the liturgy, rites, and Sacraments that they serve. From beginning to end, our team carefully oversees every detail of the editorial and production process, including selecting worthy and durable materials and implementing quality standards to ensure proper packing and delivery.

In this guide, we share essential instructions for caring for your new book. With proper care, the book will serve you now and for many years to come, which we know is important to you.

We remain at your service should you have any questions regarding your book and the information provided in this guide, or if you need further assistance.

info@mwtf.org · 630.541.8519
www.theologicalforum.org

FIRST USE

- Handle your book with clean hands.
- Open your book about a dozen times to different spreads, pressing the pages with moderate force to help them lay flatter; opening to only one spread and pressing the pages too hard can lead the spine to crack.
- A book with gilded edges likely uses a water-soluble gilding; when having your book blessed with holy water, hold the spine toward the aspergillum to prevent water spots on the gilded edges.

GENERAL USE

- Handle your book with clean hands.
- Give a quick blow to the top of the pages before opening your book; this prevents dust from falling between the pages.
- Avoid having any liquids or foods nearby to prevent spills and stains.
- Avoid a bulky bookmark, e.g., made of wood or cloth; a bulky bookmark puts tensile strain on the binding.
- Avoid using a ribbon or bookmark to turn pages.
- Avoid using saliva to turn pages.
- Avoid folding, or “dog-earing,” the corners of the pages.

SHELVING & STORAGE

- Shelf your book upright; shelving it at an angle can warp its shape.
- If you cannot shelf your book upright, shelf it laying flat, and rearrange the stack periodically to relieve the stresses on the lower books.
- Shelf books of similar height together; when shelved next to each other, the head of the taller book's spine tends to warp open, and the head of the shorter book's spine tends to compress.
- Remove your book from the shelf by holding the middle of the spine; pulling from the head or foot of the spine puts tensile strain on the binding.
- If your book's spine is warped, do not attempt to straighten it; force will only damage the spine further.
- Avoid shelving a book for a significant amount of time with any bookmark; it can discolor and damage the pages.
- Shelf your book out of direct sunlight.
- Shelf your book in a controlled climate; humidity can lead to mildew.
- Dust your book and bookshelf regularly; dust the top of the pages out from the spine to avoid dust settling in the spine.
- Avoid storing your book in plastic; trapped humidity can lead to mildew, and some plastics release harmful gases that can deteriorate the paper and binding on your book.