

## Fashioning Mylar Dust Jacket Covers

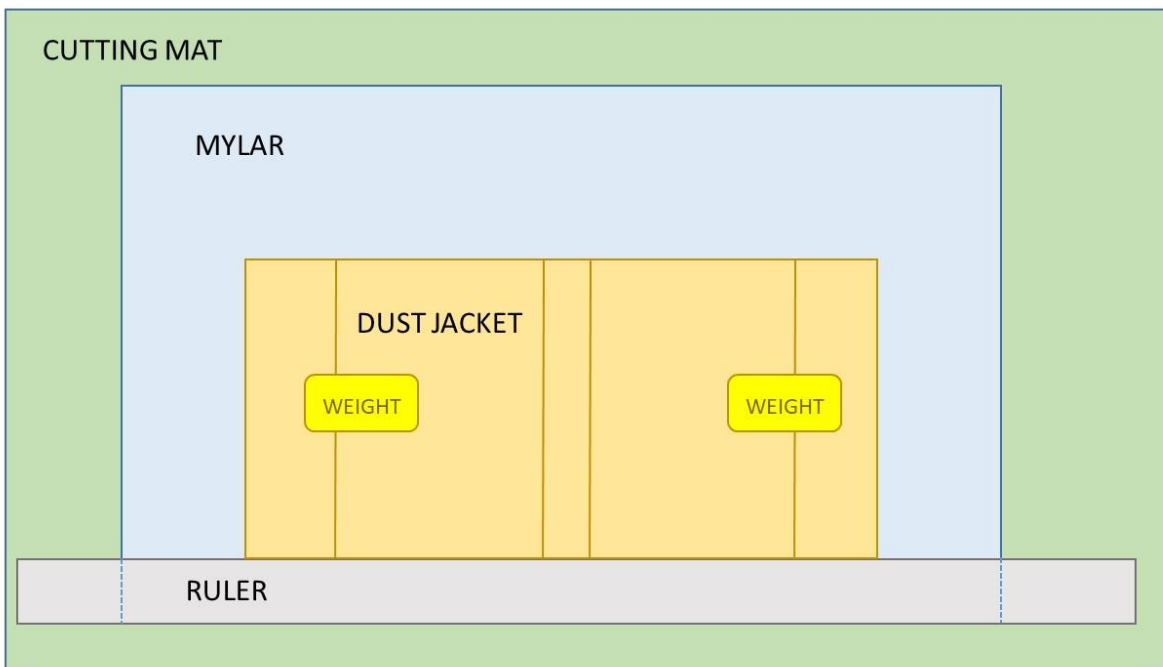
**Summary:** Most circulating books with dust jackets receive a CoLibri cover, both to protect the dust jacket (DJ) and to attach it to the book. The CoLibri machine has a maximum size it can handle; books with DJs that are too require a custom polyester (Mylar) cover.

### Tools and Materials:

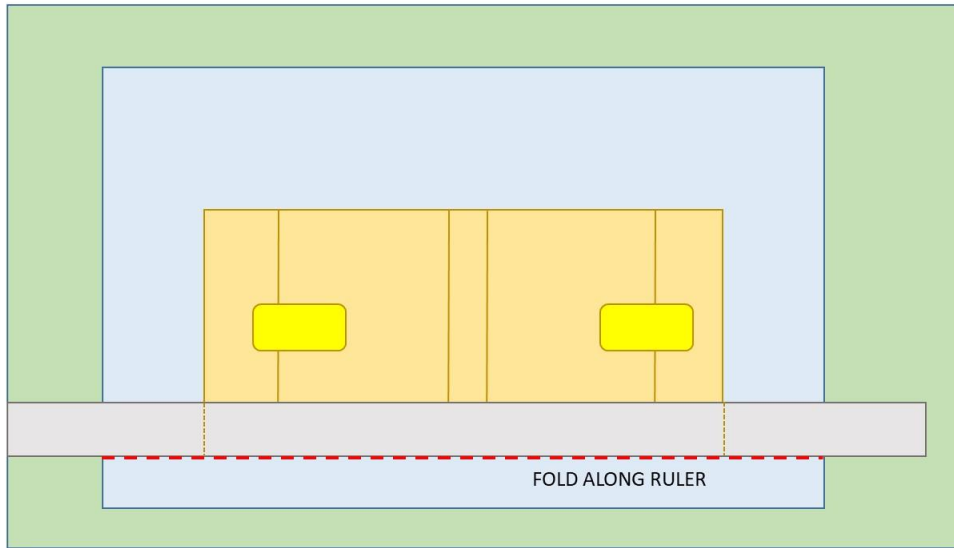
- Bone/Teflon folder
- Large ruler
- CoLibri (polyethylene) scrap
- Double-sided tape
- Scissors
- Scalpel/Olfa blad
- Large cutting mat
- Weights (bag & rectangular)
- New Mylar sheet
- Gloves

### Procedure:

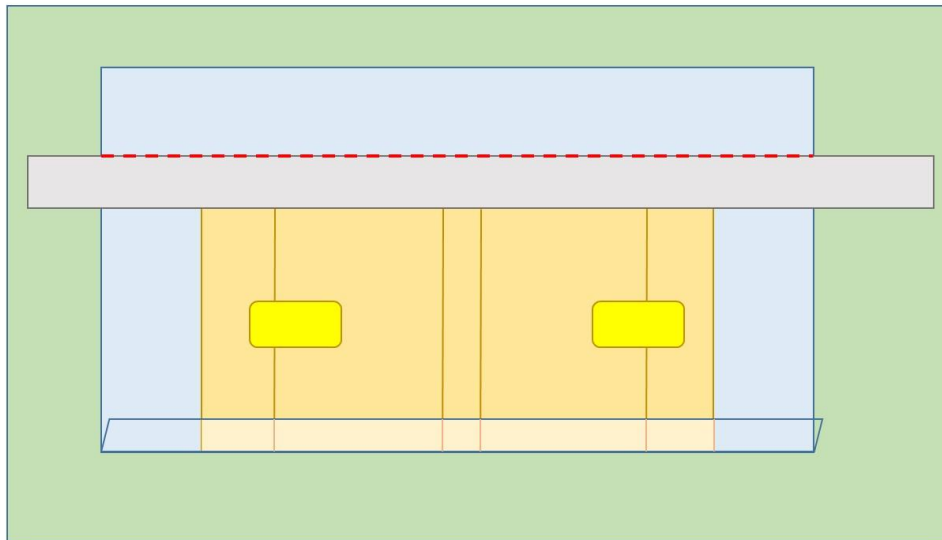
1. Lay the Mylar sheet onto the cutting mat. Line the ruler up with the bottom edge of the Mylar sheet; this will serve as the bottom margin. Use bag weights to hold the DJ in place—it can help to place the weights along the folds in the DJ to keep it flat.
2. Remove the dust jacket (DJ) from the book and lay it facedown onto the Mylar, butting the bottom edge against the ruler. Try to get the DJ to sit as flat as possible, and center it on the Mylar sheet. Secure it with bag weights.



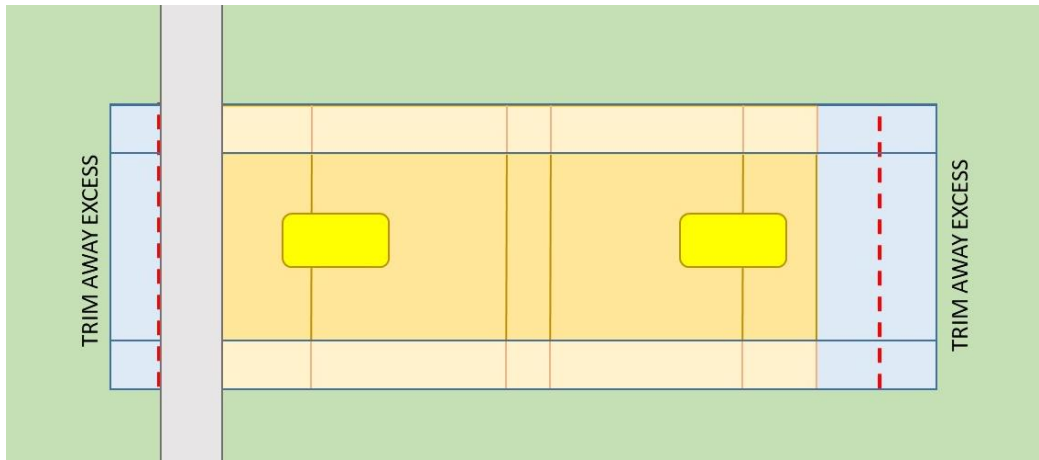
3. Move the ruler onto the DJ, lined up with the bottom edge, and secure it with rectangular weights. The ruler will now serve as the rigid edge for creating the bottom fold. Place the Teflon folder under the Mylar margin and fold it against the ruler, making sure to hold the ruler in place with your opposite hand.



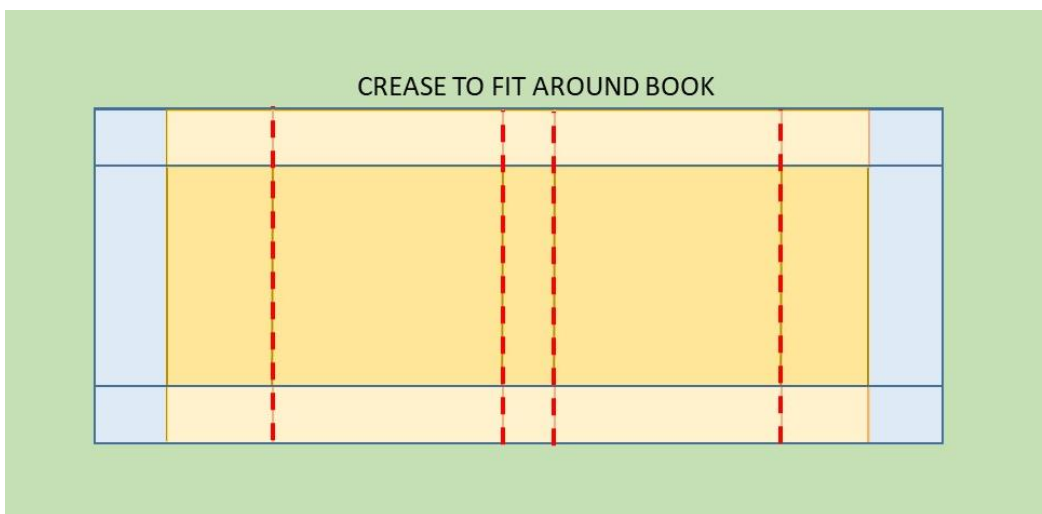
4. After creating the initial fold, remove the ruler and go over the fold several times with the folder. Try to get it as flat as possible.
5. Move the ruler onto the Mylar along the top edge of the DJ to create the upper margin. The top side of the ruler will serve as the cutting line.
6. Secure the ruler with rectangular weights and use the scalpel to cut along the top edge. Discard the Mylar scrap.



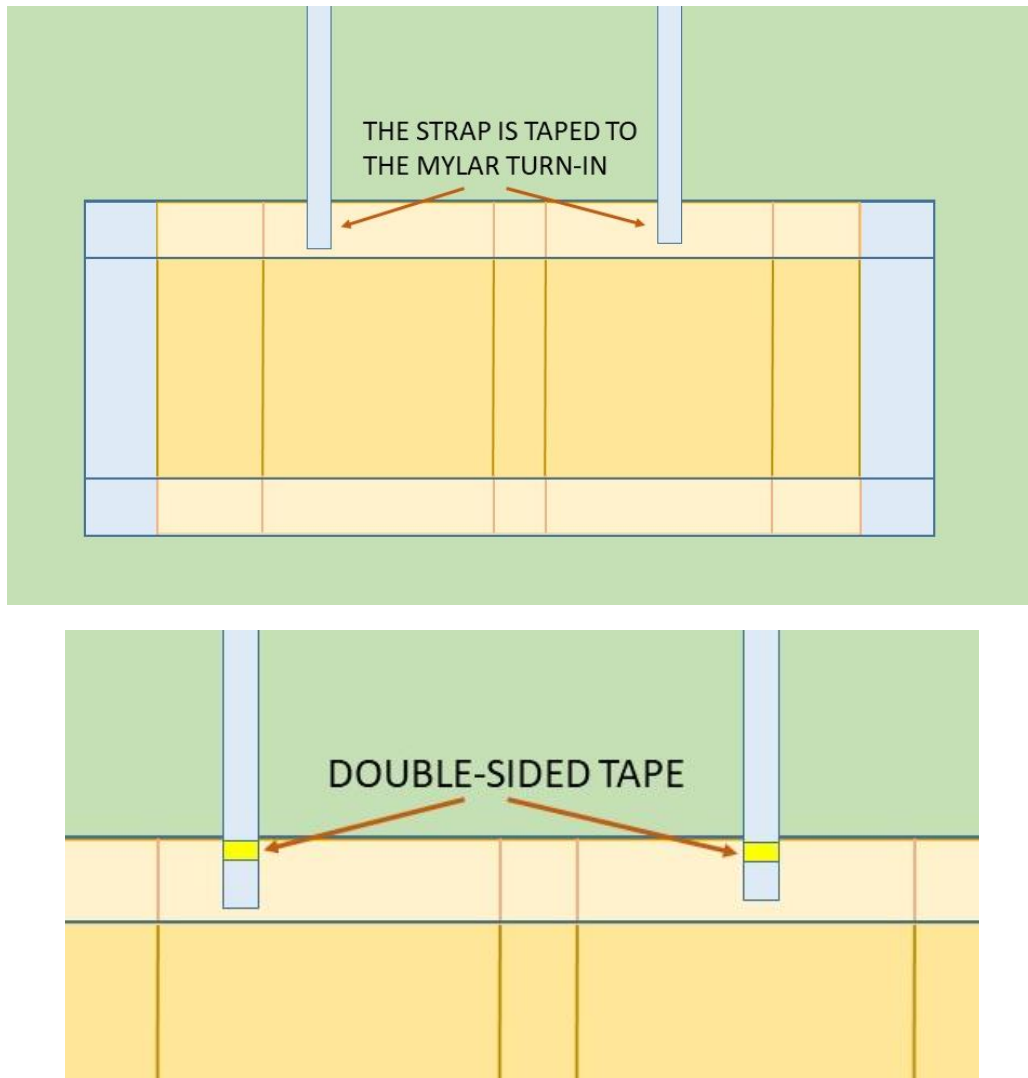
7. Do your best to work the DJ into the bottom fold to get it as tight as possible. Repeat steps 3 and 4 at the top edge of the DJ to create the top fold.
8. Excess Mylar at the sides of the DJ can be trimmed away using the ruler as a margin.



9. Lightly crease the Mylar at the points where the DJ folds around the book cover. This can be accomplished by simply pinching the points where the DJ will fold at the spine joints and the fore-edge. The DJ and cover can then be placed on the book and shaped using your fingers and/or folder.



10. The last step of the process is to create straps to hold the DJ and Mylar cover to the book. We typically use scraps of polypropylene leftover from CoLibri. (There is typically a stash in new Mylar drawer; otherwise, check the recycling bin by the CoLibri machine on the first floor.) Long strips roughly 1" wide work well; make sure the strips are significantly longer than the height of the DJ.
11. Typically the strap on the front of the book will also be used to hold the inner flap of the DJ down. On the back, the DJ flap will need to remain free if the barcode needs to be accessed.
12. Choose the spot where the straps will work best—roughly 2" or more from the board's outer edge when the book is closed. Place a strip of double-sided tape on the Mylar turn-in (about 2mm from the edge) and adhere the end of the strap, with the strap's length moving away from the DJ.



13. Put the book in place. Bring the strap over the book board; you may need to trim it if it is too long. Close the book, and place the side you're working on up.
14. The final step is to adhere the strap to the opposite Mylar turn-in while the book is closed, keeping the strap as taut as possible. This can be a tricky maneuver. Place a piece of double-sided tape on the loose end of the strap, then use tweezers to slip the end of the strip under the turn-in.



When complete, the front DJ flap will be secured by the strap, while the back flap will remain loose to keep the barcode accessible:

