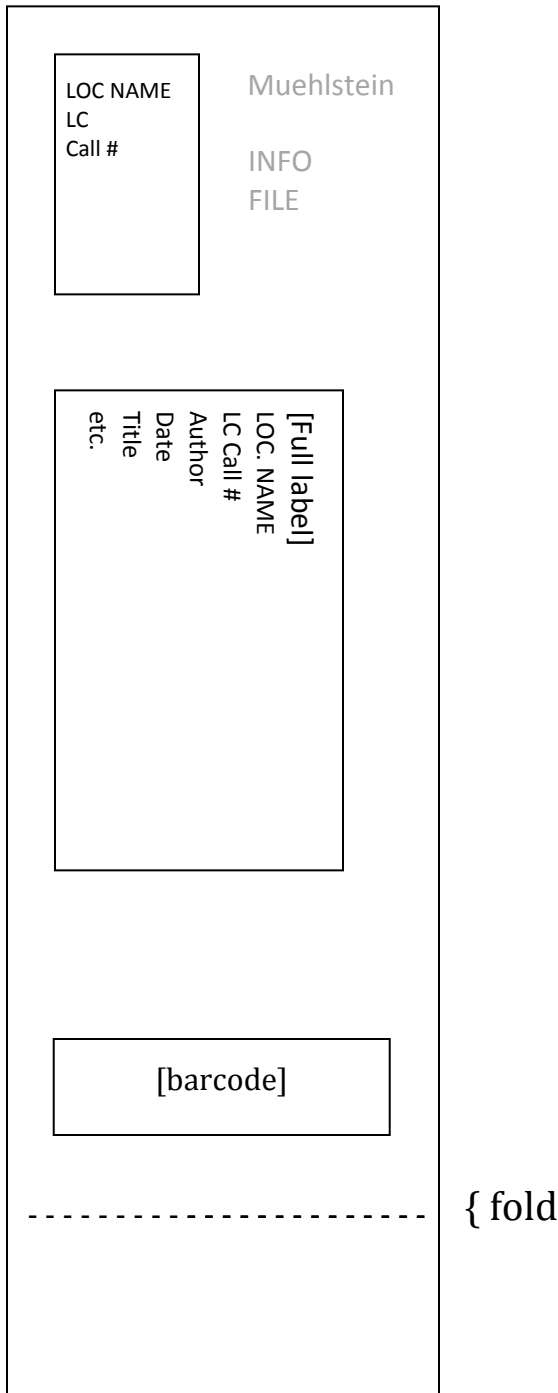


Rare Book Flag Instructions:



1. Make sure to use approved acid-free archival flag
2. Place labels according to the diagram at left. Ensure that the barcode is placed about 2 inches from the bottom of the slip (per step 3).
3. Fold bottom of the slip over the barcode to prevent any leaching of the barcode adhesive onto the pages of the book.

NOTE: *The following steps are rarely necessary*

4. If there is a **collection name** (e.g. Muehlstein) associated with the item write the collection name in the blank space in upper right of the flag.
5. If there is an **information file** for the item, write "info file" on slip, in pencil, to the right of call number tab at the top of the slip (i.e. in the blank space in the upper right of the flag).