Placement Guidelines for Information on Spines

Abstract: Describes and allocates areas on the spines of printed bindings, covers, containers, or other protective enclosures. It describes, at a high level, both the kinds of information to be printed on spines and the order and placement of the information.

An American National Standard
Developed by the
National Information Standards Organization

Approved January 14, 1997 by the
American National Standards Institute
Converted to stabilized maintenance January 22, 2015

Published by the National Information Standards Organization
Baltimore, Maryland, U.S.A.
About NISO Standards

NISO standards are developed by the Working Groups and Standing Committees of the National Information Standards Organization with oversight by a Topic Committee. The development process is a strenuous one that includes a rigorous peer review of proposed standards open to each NISO Voting Member and any other interested party. Final approval of the standard involves verification by the American National Standards Institute that its requirements for due process, consensus, and other approval criteria have been met by NISO. Once verified and approved, NISO Standards also become American National Standards.

This standard may be revised or withdrawn at any time. For current information on the status of this standard contact the NISO office or visit the NISO website at:
www.niso.org

Published by
NISO
3600 Clipper Mill Road, Suite 302
Baltimore, MD 21211
www.niso.org

Copyright © 2015 by the National Information Standards Organization
All rights reserved under International and Pan-American Copyright Conventions. For noncommercial purposes only, this publication may be reproduced or transmitted in any form or by any means without prior permission in writing from the publisher, provided it is reproduced accurately, the source of the material is identified, and the NISO copyright status is acknowledged. All inquiries regarding translations into other languages or commercial reproduction or distribution should be addressed to: NISO, 3600 Clipper Mill Road, Suite 302, Baltimore, MD 21211.

ISSN: 1041-5653 National Information Standards series
Contents

Foreword ............................................................................................................................................... v

1 Introduction ..................................................................................................................................... 1
  1.1 Purpose ..................................................................................................................................... 1
  1.2 Scope......................................................................................................................................... 1

2 Referenced Standards ................................................................................................................... 1

3 Definitions ....................................................................................................................................... 1

4 Nature of Information on Spines ........................................................................................................ 4
  4.1 Bibliographic Information ........................................................................................................... 4
    4.1.1 Responsibility for the Work ........................................................................................... 4
    4.1.2 Title of the Work ........................................................................................................... 4
    4.1.3 Numerical, Alphabetical, or Chronological Information ................................................ 5
    4.1.4 Edition Information........................................................................................................ 5
  4.2 Library Information ..................................................................................................................... 5
  4.3 Publisher Information ................................................................................................................. 5

5 Arrangement of Information ........................................................................................................ 6
  5.1 Allocation of Space .................................................................................................................... 6

6 Typographical Arrangement .......................................................................................................... 7
  6.1 General ...................................................................................................................................... 7
  6.2 Title Orientation ......................................................................................................................... 7
  6.3 Form of Data Provided .............................................................................................................. 8
Foreword

(This foreword is not part of the Placement Guidelines for Information on Spines, ANSI/NISO Z39.41-1997 (S2015). It is included for information only.)

About This Standard

This standard was first issued in 1979 as the American National Standard for Book Spine Formats. The first approved revision in 1990 took into account that publishers and producers of informational materials were issuing a variety of publications, in addition to books that require spine titles: microforms, electronic media such as computer disks, CD-ROMs, videotape, etc. This 1997 revision includes additional illustrations to explain the application of the standard to nonbook media.

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members August 15, 1996 - November 15, 1996 and approved by ANSI on January 14, 1997.

Reaffirmation

This standard underwent periodic reviews and was reaffirmed in 1997, 2002, and most recently in 2009. The NISO Members approved the latest reaffirmation on June 3, 2009. NISO was undergoing an ANSI audit at the time, followed by a special audit, and ANSI would not accept any requests for approvals until the audit was completed. The ANSI approval was, therefore, delayed until January 4, 2010; since the NISO approval was in 2009, that year was accepted as the reaffirmation date in the designation.

Stabilized Maintenance

At the time of its periodic review in 2014, the NISO Content and Collection Management Topic Committee evaluated the standard and recommended that it be converted to stabilized maintenance. Stabilized maintenance removes a standard from the requirement for five-year periodic reviews. It is used for standards that address mature technology or practices and are not likely to require a revision. The ANSI/NISO Z39.41-1997 (S201x) Review Voting Pool approved the conversion on January 3, 2015. ANSI approved the conversion on January 22, 2015.

Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 3600 Clipper Mill Road, Suite 302, Baltimore, MD 21211.

NISO Voting Members

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard (1997), NISO had the following members:

3M
Richard W. Lindahl, Robert L. Dreger (Alt), Gerald G. Marsolek (Alt)

American Association of Law Libraries
Andrew Laurence

American Chemical Society
Robert S. Tannehill, Jr., Leon R. Blauvelt (Alt)

American Library Association
Carlen Ruschoff

American Society for Information Science
Kurt Kopp

American Society of Indexers
Marie Kascus

American Theological Library Association
Myron B. Chace

Ameritech Library Services
John Kolman

Amoco Corporation
Randy R. Reddemann

Apple Computer, Inc.
Janet Vratny, Rita Brennan (Alt)

Armed Forces Medical Library
Diane Zehnpfennig
NISO Voting Members (cont.)

Art Libraries Society of North America
Thomas E. Young, Penney DePas (Alt)

Association of Information and Dissemination Centers
Bruce H. Kiesel

Association of Information and Image Management
Marilyn Wright

Association of Jewish Libraries
Pearl Berger, David Gilner (Alt)

Association of Research Libraries
Duane E. Webster

Bell Laboratories
M.E. Brennan

CARL Corporation
Ward Shaw

College Center for Library Automation
J. Richard Madaus, Ann Armbrister (Alt)

Data Research Associates, Inc.
Michael J. Mellinger, Carl Grant (Alt)

Data Research Users’ Group, Inc.
Beth F. Anderson

EBSCO Information Services
Sandra H. Hurd, Mary Beth Vanderpoorten (Alt)

Elsevier Science Incorporated
John Mancia, Norman Paskin (Alt)

The Faxon Company
Alan Nordman

Follett
D. Jeffrey Blumenthal, Michael Marchuck (Alt)

Gaylord Information Systems
James English, William Schickling (Alt)

GCA Research Institute
Christopher Ziener, Norman Scharpf (Alt)

Geac Computers, Inc.
B.J. Mitchell

IBM
Tryg Ager

IEEE
Anthony Ferraro

Indiana Cooperative Library Services Authority
Millard Johnson, Janice Cox (Alt)

Information Access Company
Delores Meglio, Victoria Gray (Alt)

Innovative Interfaces, Inc.
Gerald M. Kline

Knight-Ridder Information, Inc.
Richard Boulderstone, David Loy (Alt)

Lexis/Nexis
Peter Ryall

Library Binding Institute
Sally Grauer

Library of Congress
Winston Tabb, Sally H. McCallum (Alt)

Medical Library Association
Hope Barton, Carla J. Funk (Alt)

MINITEX
Cecelia Boone, William DeJohn (Alt)

Music Library Association
Lenore Coral, Geraldine Ostrove (Alt)

National Agricultural Library
Pamela Q. J. Andre, Gary K. McCone (Alt)

National Archives and Records Administration
Alan Calmes

National Federation of Abstracting and Information Services
John Schnepf

National Library of Medicine
Lois Ann Colaianni

OCLC, Inc.
Donald J. Muccino

OHIONET
Michael P. Butler, Greg Pronevitz (Alt)

OhioLINK
David Barber

PAlINET
James E. Rush

Readmore Academic Services
Sandra J. Gurshman, Amira Aaron (Alt)

The Research Libraries Group, Inc.
Wayne Davison, Kathy Bales (Alt)

R. R. Bowker
Albert Simmonds

R. R. Donnelley & Sons Co.
Sidney P. Marland Ill

SilverPlatter Information Incorporated
Peter Ciuffetti, Barbara Bishop

SIRS, Inc.
Leonardo Lazo, Harry Kaplanian (Alt)

Society for Technical Communication
C.J. Bibus, Kevin Burns (Alt)

Society of American Archivists
Lynn Lady Bellardo

Special Libraries Association
Marjorie Hlava
## NISO Voting Members (cont.)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY/OCLC</td>
<td>Liz Lane</td>
</tr>
<tr>
<td>UMI</td>
<td>Todd Fegan, Jim Tumolo (Alt)</td>
</tr>
<tr>
<td>U.S. Department of the Army, Headquarters</td>
<td>Paula E. Vincent</td>
</tr>
<tr>
<td>U.S. Department of Commerce, National Institute of Standards and Technology, Office of Information Services</td>
<td>Paul Vlassallo, Pamela Mason (Alt)</td>
</tr>
<tr>
<td>U.S. Department of Defense, Defense Technical Information Center</td>
<td>Gretchen A. Schlag, Gopalakrishnan Nair (Alt)</td>
</tr>
<tr>
<td>U.S. Department of Energy, Office of Scientific and Technical Information</td>
<td>Mary Hall, Nancy Hardin (Alt)</td>
</tr>
<tr>
<td>U.S. National Commission on Libraries and Information Science</td>
<td>Peter R. Young</td>
</tr>
<tr>
<td>VTLS, Inc.</td>
<td>Vinod Chachra</td>
</tr>
<tr>
<td>West Publishing Company</td>
<td>Andy Desmond, Forrest Rhoads (Alt)</td>
</tr>
<tr>
<td>The H.W. Wilson Company</td>
<td>George I. Lewicky, Ann Case (Alt)</td>
</tr>
<tr>
<td>Winnebago Software</td>
<td>Bob Engen, Carole Blagsvedt (Alt)</td>
</tr>
</tbody>
</table>

## NISO Z39.41 Review Voting Pool

At the time this standard was converted to stabilized maintenance (2015), the following were members of the ANSI/NISO Z39.41-1997 (S201x) Review Voting Pool. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Library Association</td>
<td>Nancy Kraft</td>
</tr>
<tr>
<td>American Society of Civil Engineers (ASCE)</td>
<td>Bruce Gossett</td>
</tr>
<tr>
<td>ARMA International</td>
<td>Diane Carlisle</td>
</tr>
<tr>
<td>Association for Information Science &amp; Technology (ASIS&amp;T)</td>
<td>Mark Needelman</td>
</tr>
<tr>
<td>Book Industry Study Group</td>
<td>Julie Morris</td>
</tr>
<tr>
<td>Book Manufacturer's Institute</td>
<td>Debra Nolan</td>
</tr>
<tr>
<td>Cengage Learning</td>
<td>Marti Heyman</td>
</tr>
<tr>
<td>Library of Congress</td>
<td>John Zagas</td>
</tr>
<tr>
<td>Mulberry Technologies, Inc.</td>
<td>B. Tommie Usdin</td>
</tr>
<tr>
<td>Music Library Association</td>
<td>Nara Newcomer</td>
</tr>
<tr>
<td>National Geospatial Intelligence Agency</td>
<td>Trent Palmer</td>
</tr>
<tr>
<td>National Library of Medicine (NLM)</td>
<td>Barbara Rapp</td>
</tr>
</tbody>
</table>

## Acknowledgements

NISO extends its thanks to Norma Hendrickson, Library of Congress, Special Materials Cataloging Division, for assisting in the preparation of this standard.

## Trademarks, Services Marks

Wherever used in this standard, all terms that are trademarks or service marks are and remain the property of their respective owners.
Placement Guidelines for Information on Spines

1 Introduction

1.1 Purpose

The purpose of this standard is to ensure, on works that have spines, a standard location for libraries and other organizations to place local data. In this way, information placed on a spine by a publisher or producer will not be obscured. The goal is for a user to see clearly all spine information: local ownership, locational, and subject information as well as publisher/producer, title, and author information.

1.2 Scope

This standard specifies how information is to be formatted on the spines of printed bindings, covers, containers, or other protective enclosures of a work. The work enclosed may be a book, an electronic medium such as computer software or videocassette, a microform, music, etc., or a combination of items such as a CD-ROM and printed text. This standard applies to commercial works as well as to material bound by a library, commercial binder, or other organization. This standard specifically excludes works that do not have a spine, such as saddle-stitched periodicals and reports.

2 Referenced Standards

This standard is intended to be used in conjunction with the following standards. When these standards are superseded by revisions, the revision shall apply.

ANSI Z39.29-1977, Bibliographic References
ISO 2108, Book Numbering
ISO 3297, International Standard Serial Numbering

3 Definitions

Analytic Title. See Title (forms).
Audiotape. See Sound Tape.
Bibliographic Identification Area. The uppermost portion of the spine of a protective enclosure. It contains bibliographic information specific to the work (see 4.1).
Binding. See Protective Enclosure.
Book. A monographic collection of leaves of paper, parchment, or other material, printed, written, or blank, bound to one another within hard or soft covers or in a looseleaf format.
Call Mark. See Call Number.
Call Number. A set of symbols identifying a particular item in a library collection and indicating its location. Usually includes a class number and a book number. Synonymous with call mark and shelfmark.¹

CD-ROM (Compact Disk-Read Only Memory). A disk on which are recorded data that are retrieved and displayed with a laser-equipped player and a computer.

Collective Level Title. See Title (forms).

Computer Disk. A circular flat device coated with a magnetic substance that permits recording and retrieving of digital data.

Container. See Protective Enclosure.

Cover. The two parts of the protective enclosure on either side of the spine. When a work is lying flat so that it is readable from front to back, or so that the contents are in the intended sequence for use, the uppermost cover is termed the front cover and the cover resting on the surface is the back cover. See also Protective Enclosure and Spine.

Electronic Media. A general term applied to all forms of information delivered electronically. These forms include CD-ROM, computer disks, audio- and videotapes, etc.

Floppy Disk. See Computer Disk.


ISSN (International Standard Serial Number).³ An eight-character code (seven decimal digits plus an eighth check character) that provides unique, permanent, concise, and unambiguous title identification of serial publications. See 4.3.

Library Identification Area. The 1.5 inches (40 mm) of the spine immediately below the bibliographic identification area and above the publisher identification area. It contains call numbers, logos, or other library-specific information. See 4.2.

Logo. An emblem or design used by an organization or individual as a trademark, often stylized or decorative.

Microform. A general term applied to all forms of microreproduction on film or paper, e.g., microfilm, microfiche, microcard, microopaque.

Monographic Title. See Title (forms).

Parallel Title. See Title (forms).

Phonotape. See Sound Tape.

Protective Enclosure. A protective binding, jacket, box, document case, carton, tray, album, or other material or device in which a work is held. Components of a protective enclosure are a front cover and a back cover as a minimum. A spine may also be present.

Publisher Identification Area. The bottom 1.5 inches (40 mm) or more of the spine containing publisher-specific information. See 4.3.

Shelfmark. See Call Number.

Sound Tape. Magnetic tape that converts electrical signals to sound. Sound tape ranges in size from 150 mils to 1 inch in width. It is stored on reels, in cassettes, and in cartridges. Synonymous with phonotape, audiotape, and tape recording.

³ ANSI/NISO Z39.9 and ISO 3297, latest editions.
**Spine.** That portion of the binding, container, or other protective enclosure that connects the front and the back components of the enclosure. If the portion is too narrow to accommodate information, the enclosure will be considered for the purposes of this standard as not having a spine and thus, is outside the scope of this standard. See **Title (orientation).**

**Subordinate Title.** See **Title (forms).**

**Subtitle.** See **Title (forms).**

**Tape Recording.** See **Sound Tape.**

**Title.** See **Title (forms) and Title (orientation).**

**Title (forms).** Titles may be analytical-level, collective-level, monograph-level, parallel or subordinate, and all may occur on a single work.

- **Analytical Title.** The title for a contribution that is included within a monographic-level or collective-level work, and that is handled, processed, or referenced as an individual item. Examples of analytical-level titles include: the title of an article in a journal, a chapter in a book, a filmstrip within a set, and a track on a sound tape.4

- **Collective Title.** The title associated with a number of separate serial or nonserial works issued in succession, normally by the same publisher in a uniform style, and related to one another by a common title. If the work carries a title in more than one language, see also **Parallel Title** below.4

- **Monographic Title.** The distinguishing title for a single-volume nonserial work; the title unique to each single volume in a multivolume set; or, for a serial work, the title unique to a single issue.4

- **Parallel Title.** The title(s) not selected as a distinguishing title for works that carry titles in more than one language.4

- **Subordinate Title (Subtitle).** A term or phrase following a distinguishing title that is subordinate to and can be grammatically and intellectually separated from it without loss of meaning. It completes and qualifies the title or makes it more explicit.4

**Title (orientation).** The arrangement of letters, numerals, or other characters used on a spine.

- **Descending-Spine Title.** A title whose characters are placed along the length of the spine so the title is readable when the work is lying flat.

- **Edge Title.** On a publication that has no spine, a title whose characters are placed along the length of the left edge of the front cover so that the title is readable when the work is lying flat.

- **Pillar-Spine Title.** A title whose characters descend, one character to a line, along the spine, so the title is readable from top to bottom when the work is standing upright.

- **Transverse-Spine Title.** A title whose characters are placed one beside the other at right angles to the long edge of the spine so the title is readable when the work is standing upright.

**Work.** Any recorded information, regardless of its physical form or characteristics. This includes, but is not limited to, the following: written matter, whether handwritten, printed, or typed; painted, drawn, or engraved matter; sound recordings; printed photographs and exposed or printed film (still or motion picture); and reproduction of the foregoing by whatever process.4

---

4 Nature of Information on Spines

4.1 Bibliographic Information

Bibliographic information includes the title of the work; any identifying numerical, alphabetical, or chronological information; and any identifying edition information. Figure 1 shows the spine area designated for this information.

4.1.1 Responsibility for the Work

Name(s) of the principal entities responsible for the work, for example, author(s), editor(s), composer(s), performing artist(s), or compiler(s) should be provided in this area. Normally only one type of entity (either author, or editor, or compiler) need be given unless the particular title requires more identification.

4.1.2 Title of the Work

As full a version as possible of the form of title chosen should appear on the spine, amplified by a subtitle or other forms of title, if necessary for identification. In multipart works, all the parts may have, in addition to the collective-level title, a separate title specific to the particular volume or part (a monographic-level title) printed on the spine.

The form of title on the spine should, when possible, match the primary source of title information, for example:

<table>
<thead>
<tr>
<th>Work</th>
<th>Match title on spine to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>book</td>
<td>title page</td>
</tr>
<tr>
<td>film or videocassette</td>
<td>title frame</td>
</tr>
<tr>
<td>sound recording</td>
<td>label</td>
</tr>
<tr>
<td>computer software</td>
<td>introduction screen</td>
</tr>
</tbody>
</table>

4.1.2.1 Title in More Than One Language

When the title appears in more than one language, the title by which the publisher or producer intends the work to be known or cited should be placed first or chosen as the only form for the spine.
4.1.3 Numerical, Alphabetical, or Chronological Information

When data that place a work in a larger bibliographic context are needed for identification and differentiation of the specific item’s title, the data are also recorded on the spine. Examples of this type of information are: number or name for series, volume, or part; and year, season, or month.

4.1.4 Edition Information

When an indication of the edition of the work is needed for the identification and differentiation of the title of a work, edition information should also be recorded on the spine. The edition statement should be consistent with the form used in the work (see 4.1.2).

4.2 Library Information

Library information includes call number, logo, or other library-specific information, whether handwritten, added by a label, barcoded, or embossed as part of the binding process, etc. Figure 2 shows the spine area designated for library information.

4.3 Publisher Information

Publisher information includes name, logo, publisher catalog number, and other publisher-specific information. Figure 3 shows the spine area designated for publisher information.
Figure 3: Publisher information area on three different types of works

(Note: The ISBN does not appear on the spine. ANSI/NISO Z39.21, *Book Numbering*, specifies the location and printing of ISBNs as the foot of the outside back cover [i.e., bottom of the back of the container]. Placement of the ISSN is addressed in ANSI/NISO Z39.9.)

5 Arrangement of Information

Spine information shall be arranged in the three defined identification areas as shown in Figure 4. The order and format of information within each area is left to the discretion of the publisher, producer, or library.

5.1 Allocation of Space

The library identification area shall be 1.5 inches (40 mm). The publisher identification area shall be 1.5 inches (40 mm) or more. Depending on space available in the bibliographic identification area, data may be placed one-half inch from the top of the spine to accommodate library designations such as “Reference,” “Reserve,” and “Oversize.”

Figure 4: Arrangement of spine information on three different types of works
6 Typographical Arrangement

6.1 General

The data specified in Sections 4.1.1 through 4.1.3 may be arranged in descending, pillar, or transverse style (Figure 5), or in any combination of these that ensures space on the spine for the library identification area. If the height or width of the spine does not provide sufficient space to include the essential information and space for the library identification field when arranged in descending or pillar style, a mixture of styles should be used to ensure space on the spine for the library identification area.

6.2 Title Orientation

The position of the characters in a title relative to the spine will vary with the language of the title. The following recommended orientations of titles are shown in Figure 5:

Descending-Spine Title. For Roman scripts, the title characters are oriented from left to right when the work is lying flat, front cover uppermost. For non-Roman scripts that are printed right to left (e.g., Hebrew) the direction of the title should be reversed, i.e., right to left.

Edge Title. For Roman scripts, the title characters are oriented descending along the length of the left edge so the title is readable from left to right when the document is lying flat, spine toward the reader, front cover uppermost. For non-Roman scripts that are printed right to left (e.g., Hebrew) the orientation of the title should be reversed, i.e., along the length of the right edge so as to be readable from right to left. (Note: While this type of title is not directly relevant to this standard [see 1.1], it is included for clarity.)

Pillar-Spine Title. The title characters descend, one to a line, along the spine so the title is readable from top to bottom when the work is standing upright.

Transverse-Spine Title. The title characters are placed one beside the other at right angles to the long edge of the spine, so the title is readable when the work is standing upright.

Figure 5: Four styles of title orientation
6.3 Form of Data Provided

Because the available space on the spine in any one of the three identification areas may be limited, information provided may be abbreviated, represented by graphic symbols, or otherwise sized to fit the available space as determined by the producer, publisher, or library.