Printed Information on Spines

**An American National Standard
Developed by the
National Information Standards Organization**

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American National Standards Institute**

ANSI/NISO Z39.41-1997
(Revision of ANSI/NISO Z39.41-1990)

Printed Information
on Spines

Abstract: Describes how to format information on the spines of printed bindings, covers, containers, or other protective enclosures. It describes both the kinds of information to be printed on spines and the order and placement of the information.

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Foreword

(This foreword is not part of the American National Standard for Printed Information on Spines, ANSI/NISO Z39.41-1997. It is included for information only.)

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 new revision includes additional illustrations to explain the application of the standard to nonbook media.

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

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. It will next be reviewed in 2001. Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

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Printed 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/NISO Z39.9-1992, International Standard Serial Numbering (ISSN)
ANSI/NISO Z39.21-1987, Book Numbering (ISBN)
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**.

ISBN (International Standard Book Number).[2] A four-part, ten-character code that provides unique, permanent, concise, and unambiguous title identification of a specific nonserial publication issued by a particular publisher. See 4.3.

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)**.

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[1] The ALA Glossary of Library and Information Science. American Library Association: Chicago. 1983.
[2] ANSI/NISO Z39.21 and ISO 2108, latest editions.
[3] ANSI/NISO Z39.9 and ISO 3297, latest editions.

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.

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.

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[4] ANSI Z39.29-1977. Bibliographic References.

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

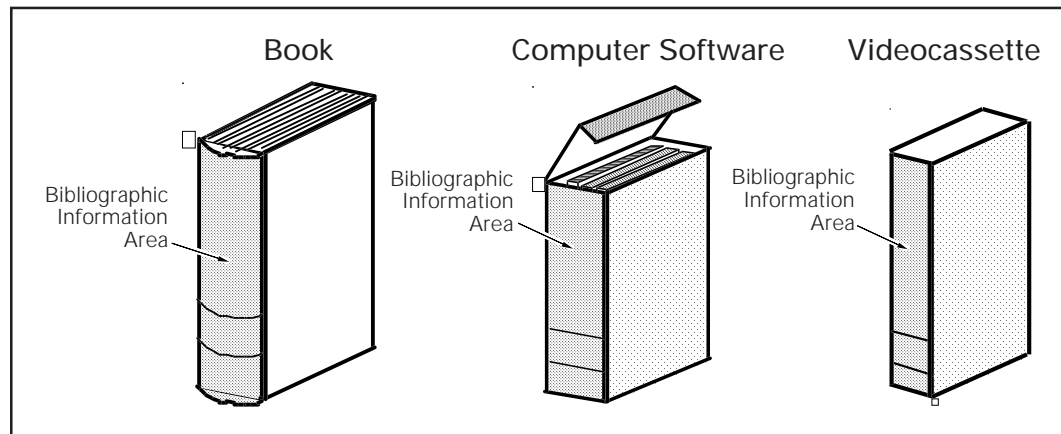| *Work*	*Match title on spine to:*
book	title page
film or videocassette	title frame
sound recording	label
computer software	introduction screen

Figure 1. Bibliographic information area on three different types of works

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.
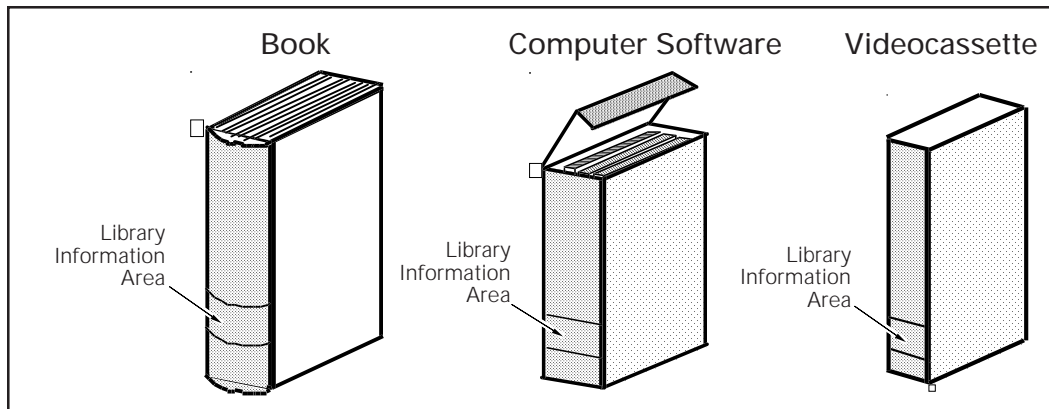

Figure 2. Library information area on three different types of works

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.
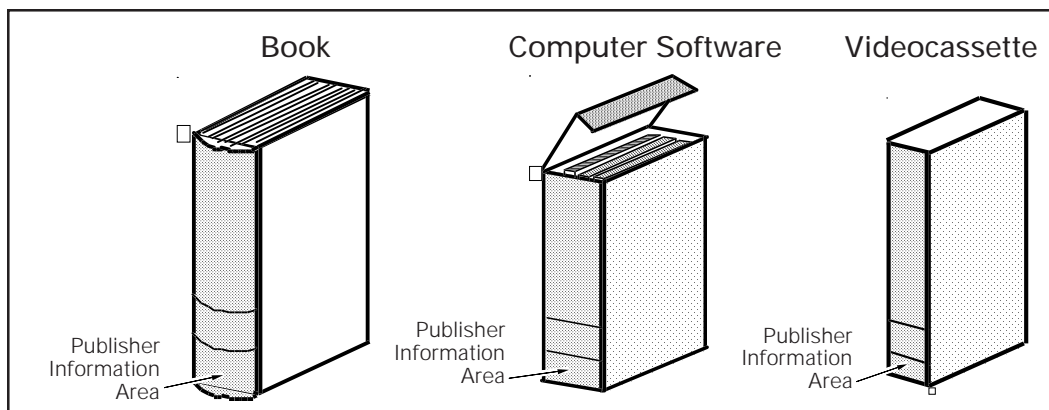

Figure 3. Publisher information area on three different types of works

(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."
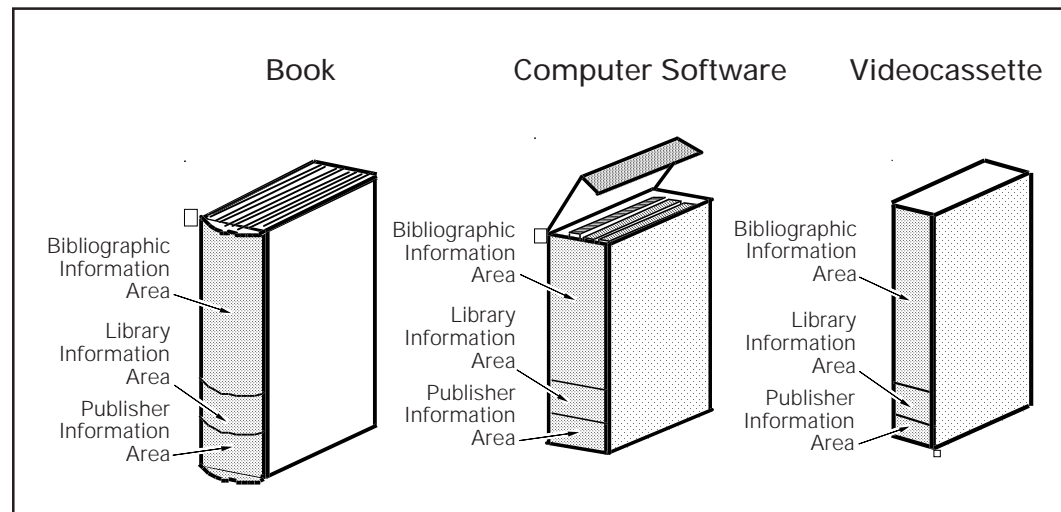

Figure 4. Arrangement of spine information on three different types of works

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.
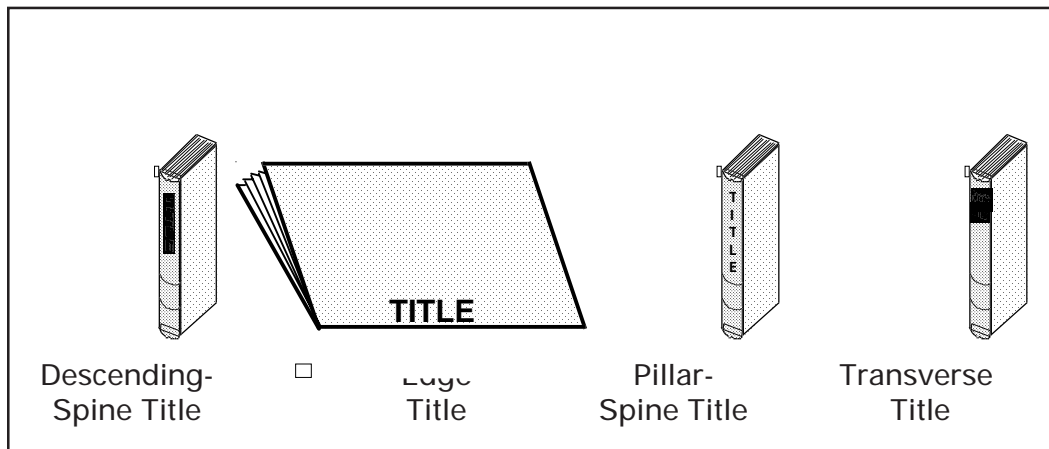

Figure 5. Four styles of title orientation

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.