
International Standard



6357

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Spine titles on books and other publications

Documentation — Titres de dos des livres et autres publications

First edition — 1985-12-15

UDC 655.534.2

Ref. No. ISO 6357-1985 (E)

Descriptors : documentation, publications, binding, titles, position (location).

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Foreword

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Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 6357 was prepared by Technical Committee ISO/TC 46, *Documentation*.

Users should know that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

Documentation — Spine titles on books and other publications

0 Introduction

Books and similar publications which are shelved or filed, are located more easily when the positioning of titles on spines is standardized. However, different styles (transverse, descending, ascending and even columnar) have developed in various countries and, as libraries hold multilingual collections, quick and easy identification of shelved publications is difficult.

The purpose of this International Standard is to enable publishers of books, periodicals, technical reports and other similar publications to apply standard rules for the lettering of spine titles or any other similar identification, for the benefit of library-users, bookshops and others.

1 Scope and field of application

This International Standard establishes rules for the general layout (position and orientation) and use of spine titles and corresponding text used on books, serial publications, periodicals, reports and other forms of documentation such as cases, cassettes, and comparable items intended for placing on shelves. It is applicable only to text with Roman, Greek or Cyrillic characters. It includes rules for allocating a space on the spine, to be used for library identification purposes, and rules for the use of edge titles.

2 Definitions

For the purpose of this International Standard the following definitions apply.

2.1 spine: That part of a volume comprising the inner edges or folds of the leaves, sewn, stapled, glued or otherwise held together including the corresponding part of a protecting case or cover.

2.1.1 spine title: Title, abridged if necessary, printed on the spine.

2.1.2 transverse spine title: A spine title with horizontal lettering when the book stands in the upright position (see figure 1).

2.1.3 descending spine title: A longitudinal spine title to be read from the top to the bottom of the spine (see figure 2).

NOTE — This form of spine title is easily read when the book lies flat, front cover upwards.

2.1.4 ascending spine title (not standard): A longitudinal spine title to be read from the bottom to the top of the spine.

2.2 library identification field: Area on the spine of a book reserved for library identification information, such as a location number, on a label or printed or embossed on the spine (see figure 3).

2.3 edge title: An additional descending title running down the spine edge (centre-fold) of the cover (see figure 4) of publications.

3 Layout and use of spine title, library identification field and edge title

3.1 Spine title

3.1.1 Content and layout

The spine title on the book and additional dust cover should conform to that of the title page without new elements or changes of wording. Wherever possible the name(s) of the author(s) should be added to the spine title. If sufficient space is available the name of the publisher and other information can also be added. The spine title of bound volumes of periodicals should comprise the title (abridged, if necessary), volume

number and the year of publication. The spine title of volumes within a series should be the title of the volume. The title of the series and the number of the volume within the series can be added if space is available. Volume designation (for example vol. 1, a-d) of books forming part of a multivolume publication and not bearing volume titles should be added to the title of the multivolume publication in the spine title.

Where possible, the transverse spine title should be used. If this is not possible, a descending spine title should be used.

3.1.2 Legibility of spine titles

The typography of the spine title should permit easy reading, for the quick identification of books and similar publications on shelves or in piles.

3.2 Library identification field

In the layout of the spine or edge title the publisher should provide a space (free of essential spine title information) of at least 30 mm from the bottom of the spine (see figure 3), to allow libraries and other institutions to add information.

3.3 Edge title

When the publication is too thin to accommodate a spine title, or when for some other reason a spine title is not possible, an edge title should be used instead close to the spine edge (centre-fold). Content and layout of the edge title should be the same as that of the spine title and should preferably appear in descending order on the front cover, as indicated in figure 4.

An edge title can also appear on the back cover.

NOTE — Edge titles facilitate the search for publications shelved, piled up (edge titles on front cover) or placed spine up in a filing cabinet (edge title on back cover).

4 Bibliography

ISO 8, *Documentation — Presentation of periodicals.*

ISO 1086, *Documentation — Title-leaves of a book.*

ISO 7275, *Documentation — Presentation of title information of series.*

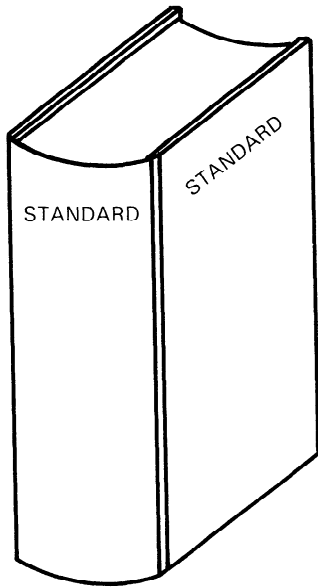


Figure 1 – Transverse spine title

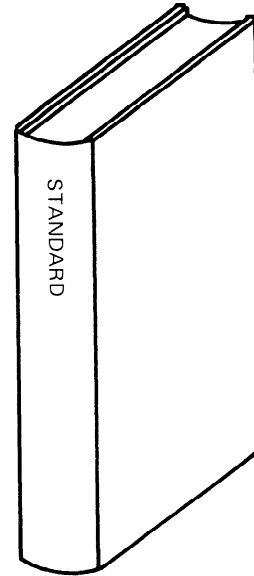


Figure 2 – Descending spine title

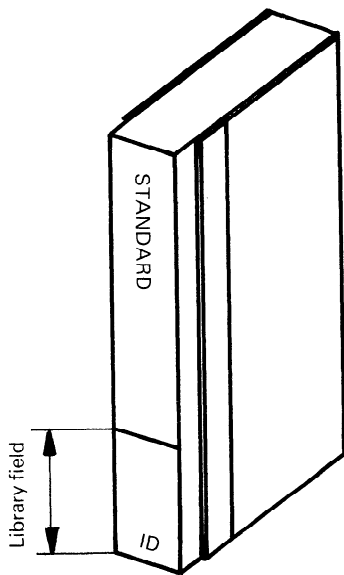


Figure 3 – Library identification field

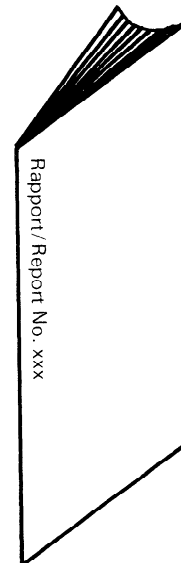


Figure 4 – Edge title

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