

INFORMATSIOON JA DOKUMENTATSIOON

Raamatu tiitelleht

Information and documentation
Title leaves of books

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

Käesolev Eesti standard EVS-ISO 1086:2006 "Informatsioon ja dokumentatsioon. Raamatu tiitelleht" sisaldab rahvusvahelise standardi ISO 1086:1991 "Information and documentation - Title leaves of books" identset ingliskeelset teksti.	This Estonian Standard EVS-ISO 1086:2006 consists of the identical English text of the International Standard ISO 1086:1991 "Information and documentation - Title leaves of books".
Standardi avaldamise korraldas Eesti Standardikeskus.	Estonian standard is published by the Estonian Centre for Standardisation.
Standard EVS-ISO 1086:2006 on kinnitatud Eesti Standardikeskuse 02.02.2006 käskkirjaga ja jõustub sellekohase teate avaldamisel EVS Teataja 2006. aasta märtsikuu numbris.	This standard is ratified with the order of Estonian Centre for Standardisation dated 02.02.2006 and is endorsed with the notification published in the official bulletin of the Estonian national standardisation organisation.
Standard on kättesaadav Eesti Standardikeskusest.	The standard is available from Estonian Centre for Standardisation.

Käsitlusala

Standard sätestab raamatu tiitellehele trükitavad andmed ja viisi, kuidas need andmed peavad olema esitatud ning paigutatud tiitellehe esiküljel, tiitellehe pöördel ja eestiitellehel. Standardi eesmärk on aidata kirjastajatel koostada tiitellehti, mis soodustavad kasutajatel (nt raamatumüüjad, dokumentalistid, autorid, bibliograafid, kataloogijad, andmebaasikoostajad) trükise ühemõttelist kirjeldamist ja viitamist.

Selle standardi mõistes on raamatuteks monograafiad, kogumikud, õppematerjalid (õpikud, töövihikud jm), pildilised väljaanded (kunsti- ja fotoalbumid, vämmisraamatud), atlased, väitekirjad, konverentsikogumikud, teaduslikud ja tehnilised aruanded, kalender-teatmikud, aastaraamatud, toimetised, noodid jms. Neid võib publitseerida üksikteostena, mitmeköiteliste väljaannetena või sarja osadena.

Eesti standardi märkus. Standard on rakendatav ka neile e-raamatutele, mis on trükitud raamatu analoogid.

Standard kehtib horisontaalse laoga raamatute kohta (mille teksti loetakse horisontaalselt vasakult paremale).

ICS 01.140.40 Kirjastamine**Standardite reprodutseerimis- ja levitamisoigus kuulub Eesti Standardikeskusele**

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 1086 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Sub-Committee SC 9, *Presentation, identification and description of documents*.

This second edition cancels and replaces the first edition (ISO 1086:1975). The text has been reorganized and enlarged to cover additional data relating to various types of books.

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Case Postale 56 • CH-1211 Genève 20 • Switzerland

Printed in Switzerland

Information and documentation — Title leaves of books

1 Scope

This International Standard specifies the information to be printed on title leaves of books and the manner in which this information should be presented and arranged. Its purpose is to help editors and publishers to produce title leaves that facilitate unambiguous citation by users such as booksellers, librarians, documentalists, authors, indexers, cataloguers, database producers, etc.

Books may be monographs, collections, textbooks, pictorial works, atlases, theses, conference proceedings, technical reports, etc. They may be published as individual works as well as multi-volume works or parts of series.

This International Standard applies to books that have horizontal composition (in which the printed text is to be read horizontally from left to right).

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 832:1975, *Documentation — Bibliographical references — Abbreviations of typical words*.

ISO 2108:1978, *Documentation — International standard book numbering (ISBN)*.

ISO 2384:1977, *Documentation — Presentation of translations*.

ISO 3297:1986, *Documentation — International standard serial numbering (ISSN)*.

ISO 5127-3A):1981, *Information and documentation — Vocabulary — Section 3a): Acquisition, identification, and analysis of documents and data*.

ISO 5966:1982, *Documentation — Presentation of scientific and technical reports*.

ISO 7144:1986, *Documentation — Presentation of theses and similar documents*.

ISO 7275:1985, *Documentation — Presentation of title information of series*.

3 Definitions

For the purposes of this International Standard, the following definitions apply.

NOTES

1 Where appropriate, existing definitions, to the sources of which reference is made, have been used.

2 Terms defined are listed alphabetically in the English and French texts. The equivalent English or French terms, as appropriate, have therefore been placed in parentheses to facilitate cross-referencing.

3.1 accompanying material: A document or documents supplementing another, to be used with it.

EXAMPLES

atlas, exercise books, errata, gramophone records, films, slides, cassettes, etc.

[ISO 5127-3A)]

(French term: matériel d'accompagnement)

3.2 author: Person or corporate body responsible for the intellectual or artistic content of a document.

[ISO 5127-3A)]

(French term: auteur)