

**INFORMATSIOON JA DOKUMENTATSIOON**  
**Raamatute ja teiste trükiste seljapealkirjad**

**Information and documentation**  
**Spine titles on books and other publications**  
**(ISO 6357:1985)**

EVS

**EESTI STANDARDI EESSÕNA****NATIONAL FOREWORD**

See Eesti standard EVS-ISO 6357:2011 „Informatsioon ja dokumentatsioon. Raamatute ja teiste trükiste seljapealkirjad“ sisaldab rahvusvahelise standardi ISO 6357:1985 „Information and documentation – Spine titles on books and other publications“ identset ingliskeelset teksti.

Standard EVS-ISO 6357:2011 on jõustunud sellekohase teate avaldamisega EVS Teataja novembrikuu numbris.

Standard on kättesaadav Eesti Standardikeskusest.

This Estonian Standard EVS-ISO 6357:2011 consists of the identical English text of the International Standard ISO 6357:1985 „Information and documentation – Spine titles on books and other publications“.

This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.

The standard is available from the Estonian Centre for Standardisation.

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# 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