

# SPINE FORMATS

To achieve consistency throughout the New Brunswick Libraries, and to ease creation of bindery records, standard spine imprints for items being sent to the Bindery have been established. The goal is not just so every spine will eventually have the same format, but also for ease of reading the spines.

The middle panel of the spine will start with level 12. If there are 2 pieces of information that belong in the middle panel the levels will be 12 & 10. If there are more than 2 pieces of information in the middle panel, the first will go on level 12 and the rest will follow directly below (e.g. level 12,11,10...).

## **Spines without call numbers:**

The title will start around one inch from the top of the book. (**Top panel**)

The **middle panel** will include some of the following in this order:

Volume

Number

Part

Month

Year

Page Numbers

Suppls.

Index

Not all of these will be necessary. If the item is a complete Volume then just the Volume and Year are necessary. If the Month and Numbers corresponded (e.g. No.1=Jan.; No.2=Feb....) then use one or the other, but use it consistently.

**Bottom Panel** is imprinted with the Library it belongs to on the first level.

## **Spines with Library of Congress call numbers:**

The title will start around one inch from the top of the book. (**Top panel**)

The **middle panel** will include some of the following in this order:

Volume

Number

Month

Page Numbers

Suppls.

Index

The **bottom panel** includes the call number. It follows all rules for call numbers and includes the Library that owns it. The only volume information that will be included in the call number will be the year. This information is on the bottom line of the call number. Call numbers will start one level above the total number of lines on the call number (e.g. if there are four lines of the call number including the library & year, the call number will start on level five. This will leave level one blank).

### Spines with SuDoc call numbers

SuDoc titles have their own rules and call number system. For the most part all variable information will be in the middle panel, similar to spines without call numbers, and then either all or part of the variable information will duplicate in the bottom panel. Most often the variable information needed for the call number section in the bottom panel has been determined and the appropriate delimiters have been added (e.g. |v or |y) but in some case you may have to refer to Iris or consult with the Government Documents librarian.

### Examples:

40		40		40		40	
39		39		39		39	
38		38		38		38	
37		37		37		37	
36		36		36		36	
35		35		35		35	
34		34		34		34	
33		33		33		33	
32		32		32		32	
31		31		31		31	
30		30		30		30	
29		29		29		29	
28		28		28		28	
27		27		27		27	
26		26		26		26	
25	JOURNAL	25	SCIENTIFIC	25	COMPUTING	25	RESEARCH
24	OF	24	MEETINGS	24	REVIEWS	24	ACTIVITIES
23	BONE	23		23		23	
22	&	22		22		22	
21	JOINT	21		21		21	
20	SURGERY	20		20		20	
19		19		19		19	
18	AMERICAN	18		18		18	
17	EDITION	17		17		17	
16		16		16		16	
15		15		15		15	
14		14		14		14	
13		13		13		13	
12	V.90	12	V.52	12	V.49	12	NO.329-340
11	NO.10-12	11		11		11	
10	2008	10		10	NO.7-12	10	2008
9	& SUPPLS.	9		9		9	
8		8		8		8	
7		7	LSM	7	MATH	7	
6		6	REF	6	REF	6	LSM
5		5	AS	5	QA	5	DOCUS
4		4	15	4	76	4	HE 20
3		3	.S33	3	.C5854	3	.6512/5
2	SCL.MED.	2	2008	2	2008	2	:329-340
1	R.U.L.	1		1		1	