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:**