

BINDERY HANDBOOK – GUIDELINES FOR DEVELOPING BINDING TITLES

Rationale: The purpose of this section is to outline the manner in which units should shorten publishers' titles so that they (1) follow accepted international standards, (2) minimize excessive binding and preparation costs, and (3) are consistently developed for all titles bound throughout the Library system.

I. Developing Spine Information

A. Title Information: *Anglo-American Cataloging Rules*: Rule 6b of AACR2 states that an institution should:

Enter a periodical, monographic series or serially published bibliography, index, dictionary, biographical dictionary, almanac or yearbook, issued by or under the authority of a corporate body, under its title....

1. Application of AACR2 eliminates the corporate author from the spine (unless embodied in the title).
 - a. CANADA. BUREAU OF STATISTICAL REVIEW should appear as CANADIAN STATISTICAL REVIEW.
2. In cases where titles are duplicated, qualifying information should be added. An example would be adding the country of origin.
 - a. CANADA. DEPT. OF LABOUR. LABOUR GAZETTE and INDIA. COMMISSIONER OF LABOUR AND DIRECTOR OF EMPLOYMENT. LABOUR GAZETTE would become LABOUR GAZETTE (CANADA) and LABOUR GAZETTE (INDIA)
3. Acronyms or the initials of corporate authors should be used whenever possible.
 - a. INTERNATIONAL MOULDERS AND ALLIED WORKERS UNION JOURNAL should become IMAWU JOURNAL
4. Abbreviations of common words or terms can be used when necessary. However, certain conditions should be followed:
 - a. UNIVERSITY should be abbreviated as UNIV. and not UN.
 - b. American states should be abbreviated only using normal, two-letter United States Post Office forms.

- c. Familiar abbreviations may be used. For example, UCLA, UNLV, etc....
 - d. In cases where the abbreviation may not be common, the more formal abbreviation should be used. For example, UNIVERSITY OF CALIFORNIA should be UNIV. OF CA.
5. When the title is a generic word followed by the name of a corporate body, the title should be inverted.
- a. JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION should be AMERICAN MEDICAL ASSOCIATION JOURNAL.
 - b. This does not apply to titles such are JOURNAL OF CONSERVATION SCIENCE.
6. Non-English titles should be shortened only by staff members possessing facility with the language.
7. Non-western languages should be Romanized by staff members possessing facility with the language.

B. Variable Information: Variable information is any information that appears between the title and the call number. This may include: enumeration, chronology, and various item-specific notes.

- 1. Contents should be clearly identified by the spine information, using only Arabic numeration.
- 2. Should a bound volume contain an index issued in addition to the standard volumes, the variable information should read:

10
1 – 10
Index

1970

- 3. Months should be displayed on a spine only when a volume is split within a single year.

10
Jan – June

1970

4. Some European publications are organized by year and number. For example, a piece may have been published in 1991 and contain numbers 1 – 26 for items published between January and June. The variable information on this volume should appear as:

1991
1 - 26

5. When there is more than one volume to a year, months should not appear.

10	11
1970	1970

6. When a volume includes more than one calendar year, months should not appear.

10
1970 - 1971

7. In the case of a new series of volume numbers, “new series” should be indicated thusly:

10
1970
n.s.

8. When a volume is bound with some of its parts missing, the volume’s incomplete status should be indicated as follows:

10
1970
INC

9. If a bound volume includes a supplement that is not listed in the table of contents, an abbreviates should be added as follows:

10
1970

SUPP

10. If a complete supplementary volume is bound, the spine should be lettered as follows:

SUPPS.	SUPP
1 – 5	1970
1970	

11. Too much detail can be just as confusing to our patrons as too little detail. It is not necessary to put more information on the spine than is necessary for the patron to locate the information they are seeking as represented in the OPAC.

- C. Dewey and LC Call Numbers:** The standard Dewey or Library of Congress call number on a bound serial volume should not change from volume to volume. The one exception is including a copy number for items that are duplicated on campus. All variable information required should be included in the spaces for variable information.
- D. SuDoc Call Numbers:** As a different classification construction, SuDoc call numbers on bound serials will, in some cases, change from items to item. Variable information required should not repeat any more than necessary.