



TITLE STAMPING IN ABLE

The following are general rules regarding ABLE stamping and libraries have the right to specify something different. If the library does *not* want something we would normally stamp, they can place special instructions on the item under “instructions for bindery”. If a change is going to be made to *every* title in your database we must receive written instructions stating exactly what it is that you would like so that these instructions can be placed in your customer file.

A KATER-CRAFTS BOOKBINDERS

B KATER-CRAFTS BOOKBINDERS

H KATER-CRAFTS BOOKBINDERS

J KATER-CRAFTS BOOKBINDERS

D KATER-CRAFTS BOOKBINDERS

K KATER-CRAFTS BOOKBINDERS

E 1234567890

A,B,D 1234567890

H,J,K 1234567890

ENTERING NEW TITLES

- ◆ MAGAZINE TITLE - A title should be entered so that no line is longer than the longest word in the title. The new line character (see below) is used to indicate when a line break is to occur.

EXAMPLE: THE WIND\IN THE\WILLOWS would stamp on three lines.

- ◆ NEW LINE: \ = Horizontal titles
- ◆ VARIABLES: F8 - the variable is entered in blue
Valid variables include:

VOL	=	Volumes
MO	=	Months
YR	=	Year
P.	=	Pages
NO	=	Numbers
CALL	=	Call numbers
IMP	=	Imprint

\$ = Forces a panel break for the purposes of text fitting. Data following a variable preceded by the \$ becomes a separate panel when ABLE attempts to fit the text.

The variables VOL, CALL and IMP are special variables recognized by ABLE as what are called “panel breaks”. If the variable NO or P occurs without the VOL variable it will be treated by ABLE as part of the title and so if the title is condensed the NO will also be condensed. To avoid this situation the NO variable should be entered as follows $^3< \$ >^3$.

- ◆ CALL NUMBERS: Are stamped starting at level 32. This allows for a maximum of 4 lines to be stamped. If the call number contains more than 4 lines, then 5 points should

be added to the level for each additional line that is to be stamped.

EXAMPLE: If the call number is 5 lines, the level would be 37. Six lines of call number would require a level of 42.

- ◆ BOOK DASH - \ = \ causes dash between author and title to stamp in a horizontal title.
- ◆ VERTICAL DASH - \ = \ causes dash between author and title in a vertical title.
- ◆ WIDE SPACE - @ causes two spaces to be stamped in a vertical title

STAMPING PERIODICALS

SETTING UP A NEW PERIODICAL TITLE

- ◆ Find the longest word in the title. Arrange the rest of the title around the longest word making sure that the result is pleasing to the eye.
- ◆ The thickness of the volume may also have an effect on the arrangement.
- ◆ It is best if some names or words are on the same line if possible, such as "LOS ANGELES", "NEW YORK", or "LAW JOURNAL".
- ◆ If "JOURNAL", "BULLETIN", "SERIES" or a subtitle is to be stamped under the main title it should be in H type, 10 points below the level of the last line of the title. If the title is to be stamped in D type the subtitle should also be in D type (K type may also be used) since H type is a different type face.
- ◆ If the whole volume is an index, the word "INDEX" should be stamped under the title in H type (or D type if the title is in D), 10 points below the level of the last line in the title.

EXAMPLES:	144 A AMERICAN	144 D PSYCHOLOGICAL
	139 CHEMICAL	139 ABSTRACTS
	134 SOCIETY	134
	129	129 D SUBJECT INDEX
	124 H JOURNAL	A-L

VOLUME NUMBERS

- ◆ Volume numbers are stamped in E type at level 84 (or at level 68 on periodicals that are trim size 67 or less).
- ◆ If there are issue numbers instead of a volume number the word "NOS." is stamped in A type at the volume number level.
- ◆ If the library does not want the word "NOS." stamped, the numbers are then stamped in E type and a note should permanently be placed under the "bindey" instructions for that title.
- ◆ Anything stamped under the volume number, such as issue numbers, parts or pages, are stamped in H (or J) type at level 79, or at level 63 on periodicals that are trim size 67 or less.

There is an exception on a smaller volume (trim size 67 or less) that has a call number:

1. If the title has two or less lines in the title, the volume number stays at level 84.
2. With more than three lines in a title the volume number will drop to level 68.
3. The placement of the months, year and call number will be explained later.

MONTHS AND SEASONS

- ◆ Months are not stamped on a volume if the physical volume contains all the issues published during the year even if there is more than one publisher's volume or two publisher's volumes bound together.
- ◆ Quarterlies are normally published from JAN-OCT or APR-DEC but the months are not stamped because that is all that is published for the year.
- ◆ Months are stamped if the volume being bound does not contain all the issues published during the year, there is more than one volume per year or the volume covers the year but is being split.
- ◆ If the publisher's volume overlaps two years the months are stamped. Exceptions to this are law journals. Most overlap two years but many law libraries do not want months stamped on the bound volume. (pages or numbers are stamped instead).
- ◆ Months are stamped at level 56 in A type (at level 40 on trim size 67 or less) & are always done in capital letters.
- ◆ Months or seasons are abbreviated as follows:

JAN	AUG	DEC	
FEB	SEPT	SPR	
MAR	OCT	SUM *	
APR	NOV	WINT	AUT

*Some libraries use "SUMM"

- ◆ Months or seasons spelled out are: MAY, JUNE, JULY, FALL
- ◆ If months are split dates are used such as:

JAN-FEB 15
NOV 1-15
NOV 1-NOV 15
- ◆ Dates are not used if they cover the whole month. For example JAN 1-FEB 28 is not correct since there are no more issues published during January or February.

YEARS

- ◆ Years are stamped in E type at level 48 or level 32 on volumes with a trim size of 67 or less.
- ◆ On double years only the first "19" is stamped as "1992-93".
- ◆ Some customers wish to use a "/" (slash) between years when the physical volume covers more than one year.
- ◆ When call numbers are stamped on periodicals they are at level 32. Since this would conflict with the years on a smaller volume (trim size 67 or less) the year remains at level 48. Months would also remain at level 56.

NEW SERIES

- ◆ N.S. = 90H N.S. or 85H N.S.
84E VOL101 79E VOL101

MISCELLANEOUS

- ◆ Always leave a space after a period:
pt. 1 (part) v. XX (volume)
c. 4 (copy) P. 1-9 00 (pages)
- ◆ Always leave a space after the volume #'s before putting the letter. 58 B
- ◆ Do not leave a space if the letter is before volume # B58

CALL NUMBER

- ◆ Most libraries prefer their call number stamped 2" (level 32) or 3" (level 48) from the bottom of the spine. Four (4) lines of call numbers may be stamped at level 32. Five (5) points must be added to the level for each line over four lines.
- ◆ Call numbers are stamped in B type. On narrower volumes, or when an author's name is spelled out, D type is used.