

Record Terminology

A standardized terminology for the complete anatomy of a record, including the disc and jacket.

- **Seal:** The material that surrounds a record when newly purchased, it is usually a plastic wrap. Not all records contain a seal.
 - Plural: *seals*
- **Record:** Refers to the collection of a disc(s), sleeve(s), jacket, and all other contents within one release. Record may be an umbrella term for an LP, EP, single, etc.
 - Plural: *records*
- **Jacket:** The apparatus that encases the contents of a record. Other terms may be used to describe a jacket (e.g., *gatefold jacket*, *jacket cover*, etc.).
 - Plural: *jackets*
- **Seam:** Where two sides of a jacket or sleeve are adhered, creating a pocket. Adhesion may be performed by multiple methods, such as glue, stapling, and/or created by a crease of a continuous material such as paper.
 - Plural: *seams*
- **Pocket:** The opening(s) of a jacket or sleeve. The jacket or sleeve pocket is homomorphic to the jacket or sleeve and impossible to separate.
 - Plural: *pockets*
- **Spine:** The back portion of a gatefold jacket's binding which is visible when a jacket is shelved in a bookcase. The spine is also identified with jacket covers that contain only one pocket if the record name is visible on the left seam of the jacket.
 - Plural: *spines*
- **Sleeve:** An apparatus that encases a disc or all contents of a record. Usually for protective purposes. This material is separable from the jacket and usually made of a polypropylene, polyethylene, rice paper, and/or generic paper material. The sleeve may be original to the record when it was purchased or added to the record after purchase. The terms original, post-sale, inner, and/or outer can be used to describe a sleeve.
 - Plural: *sleeves*
 - **Outer-sleeve:** An apparatus that encases a jacket. Usually made of a polypropylene and/or polyethylene material. The sleeve may be original to the record when it was purchased or added to the record after purchase.
 - The terms original or post-sale can be used to further describe an outer-sleeve (e.g., *original outer-sleeve* or *post-sale outer-sleeve*).
 - **Inner-sleeve:** An apparatus that encases a disc. Usually made of a polypropylene, polyethylene, rice paper, and/or generic paper material. The sleeve may be original to the record when it was purchased or added to the record after purchase.
 - The terms original or post-sale can be used to further describe an inner-sleeve (e.g., *original inner-sleeve* or *post-sale inner-sleeve*).
 - **Original sleeve:** An apparatus that encases a disc and/or jacket. Usually made of a polypropylene, polyethylene, rice paper, and/or generic paper material. The sleeve is original to the record when it was purchased.
 - The terms outer or inner can be used to further describe an original sleeve (e.g., *original inner-sleeve* or *original outer-sleeve*).
 - **Post-sale sleeve:** An apparatus that encases a disc and/or jacket. Usually made of a polypropylene, polyethylene, rice paper, and/or generic paper material. The sleeve is not original to the record and is added after purchase.
 - The terms outer or inner can be used to further describe a post-sale sleeve (e.g., *post-sale inner-sleeve* or *post-sale outer-sleeve*).
- **Record label:** A company that manufactures, distributes, and/or promotes recordings. The record label's logo is usually displayed on the record jacket and/or disc label.
 - Plural: *record labels*
- **Disc:** A circular and flat apparatus that serves as the medium for recording playback. Usually made out of polyvinyl chloride (PVC), also known as vinyl, or shellac resin (78 RPM). Disc may be used as an umbrella term for vinyl, shellac, LP, EP, single, etc.
 - Plural: *discs*

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- **Disc label:** A material that is adhered to a disc which sits on the center of a disc. The disc label contains information about the recording and manufacturing of the disc and record. The disc label is sometimes thicker than the rest of the disc.
 - Plural: *disc labels*
- **Lead-in:** The space between the edge of a disc and where the first track of a disc starts. The role of the lead-in is to position the stylus atop the groove. Discs with two playable sides will usually have two lead-ins: one on each side.
 - Plural: *lead-ins*
- **Track:** A recording on a disc; usually one piece or song. There are usually multiple tracks on one side of a disc.
 - Plural: *tracks*
- **Track marker:** The distance between the previous track and the following track. A track marker only exists if one disc side contains more than one track.
 - Plural: *track markers*
- **Run-out:** The distance between the last track and the disc label on one side of the disc. Usually to help automatic turntables signal the end of one side of a disc.
 - Plural: *run-outs*
- **Matrix:** An etching or handwriting of identifying information of a recording. The matrix is located near the end of the run-out. A matrix may have record label logos, recording identifiers, engineer's initials, etc.
 - Plural: *matrixes* (not matrices)
- **Spindle hole:** The hole cutout located in the center of a record. The turntable's spindle rests within the disc's spindle hole.
 - Plural: *spindle holes*
- **Deep groove:** An indented ring on the disc, under the disc label. This groove holds no significance or function, it is often a remnant of a specific stamping machine that was used during manufacturing.
 - Plural: *deep grooves*
- **Edge:** The outside limit of a disc; furthest away from the center of a disc located before the lead-in. Excluding the pinhole, the disc's edge is where both sides of a record meet. Each disc only has one edge.
 - Plural: *edges*
- **Groove:** A singular microscopic, indented line that traces around a disc's side. The groove provides the recording when the turntable's stylus is rest atop the groove.
 - Plural: *grooves*
- **Bonus content:** Additional content within a record excluding the disc(s), seal, sleeve(s), and jacket, e.g., hype stickers, posters, digital download slips, booklets, photos, etc.
 - Plural: *bonus content*

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The Record Handbook

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Document: <https://tylerjm.org/record-handbook/2.1.0/terminology.pdf>

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Handbook Version: 2.1.0

Last Updated: 2024-07-13 UTC